LEA User Guide

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Contents

Acknowledgements 5

What is WestEd Tracker? 6

Plan Development 6

Monitoring 7

End User System Guidelines 7

User Accounts 7

Accessing Tracker (Logging in) 8

Invitations 9

Creating User Accounts (LEA Admin Only) 9

Users with Multiple Organizations 12

Read-Only Users 12

LEA Overview Page 13

LEA List 13

Onsites 14

Commenting 16

View Comments 17

Add Comment 17

Email option 18

Putting Your Plan Online 19

Plan Organization 19

Administrator Tasks to Prepare for Plan Entry 20

Set-up LEA Tags 20

Add/Manage Goals 23

Add Budget Allocations 24

Plan Overview and Features 25

Tracker Plan Screen Elements 27

Print Reports and Filters 27

Plan Status 28

Strategies 30
Action Steps 31
Action Step Overview 33
Status Updates 34
Tasks 34
Action Step Budget Items 35
Plan Budget Page 37
Plan Modifications 39
Timeline 39
Retiring Plan Elements 40
Submitting LEA Goals for SEA Review (not applicable in all states) 42
Attaching Documents 44
File Guidelines 46
Draft documents 47
School Associations 47
Accessing Documents 48
Document icons 49
Evidence Requests 49
Editing and Deleting Documents 50
Monitoring Overview 51
Assigning LEA Submitters (LEA Admin only) 52
Instrument Overview 53
The Instrument Lifecycle 53
Submitting Your Evidence to the State 56
Responding to Monitoring Items 56
Criteria Questions 57
Item Response Page 58
Item Response Page Components 58
Self-Review 59

Item Information 60
View Status History 60
Types of Evidence 61
Accessing Files 62
Submitting completed documents 63
Viewing Findings and Resubmitting Items 64

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- Washington Office of Superintendent of Public Instruction

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What is Tracker?

Tracker is a web-based tool designed to streamline Federal and State program monitoring and track the implementation and evaluate the effectiveness of LEA Improvement Plans. Tracker provides a consolidated tool for managing and streamlining these two activities.

Plan Development

The information to develop your Plan comes from your LEA data gathered and reviewed offline, and may include a Self-Assessment (such as Standards and Rubrics for LEA Improvement), AYP determinations, local assessments, and your LEA experience and knowledge of needs.

Developing the LEA Plan is a collaborative activity of the LEA staff responsible for implementing the actions in the Plan. The key decisions and descriptions of the activities should be thoroughly discussed while the Plan is being developed. Tracker provides step-by-step assistance to organize the information for planning, monitoring, and reporting.

Once you enter your Plan, you can use Tracker's features to:

Budget	Plan and review the use of available funds by source and by allocation within the plan.
Organize	Develop sequential Goal, Strategies, Action Steps and Tasks; assign Timelines, Persons Responsible and Budget amounts; share the Plan with others.
Track	View the Plan on a timeline, track and report progress of implementation.
Communicate	Exchange and archive messages with your colleagues on your progress toward implementing your Plan.
Provide Evidence	Share files and resources with your colleagues through an online file cabinet.
Report	Create and access printer-friendly reports of full or filtered Plan views, including progress reports.

Once you have completed your Plan, you will login regularly to update the status of your activities and report on your progress toward accomplishing your goals. SEA will also check in regularly to keep track of your progress and prepare for onsite visits or provide guidance and feedback.

LEA Timelines for Plan Progress Updates, which are to be submitted Quarterly to LEA Superintendent, Title I Director, Principal and the USOE, are:

November 30th **February 28th** **May 31st** **August 31st**

Monitoring

The Monitoring module of Tracker helps streamline the process for Program Monitoring and other types of LEA monitoring. The online system presents you with the appropriate group of monitored items, and allows you to respond to those items by uploading evidentiary documents and providing assurances.

One advantage to the online system is that LEAs will collect and upload electronic versions of evidence for review by the SEA, and Tracker also maintains a history of submissions for the LEA and SEA to access and/or review.

LEA Timeline for Desktop Monitoring Instrument submission is December 1st

End User System Guidelines

Tracker runs on Mac or PC platforms. It requires an active Internet connection, and either Internet Explorer v.7.0 or above, or Firefox v.2.0 or above web browsers. Other browsers will likely work, but we cannot guarantee support for them at this time. The system itself does not require available local disk space, but it may be beneficial to have space on your computer for LEA document storage.

Although a document scanner would be helpful to make electronic versions of printed documents, it is not required.

User names and system notifications require a valid email address for each user. Please note that email servers for schools, LEAs and county offices may have security settings that block messages from Tracker. If users are not receiving Tracker invitations and messages, the USOE will work with your IT department to ensure that messages work with your IT department to ensure that messages automatically generated emails coming from IP address 198.60.12.* (or .9 in place of the star) can get through local firewalls. Auto-generated messages will come from DMI.helpdesk@schools.utah.gov, please add to your white-list.

User Accounts

In order to access Tracker, you must have:

- An email account
- Authorization to add you as a user to Tracker

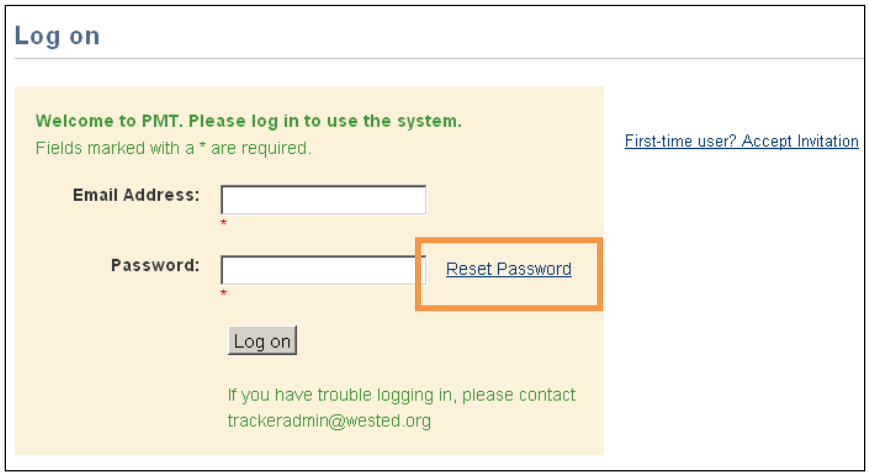
Once the above two conditions are met, your Tracker LEA Administrator will create a separate Tracker user account for you. Your Tracker user account is associated with your LEA. You will not be able to view or modify any data for other LEAs using Tracker.

The administrative user who creates your Tracker account will determine your access level. Your access level defines what you are allowed to do within the system. There are four access levels:

LEA User	LEA Users can work with both the Plan and Monitoring modules. They can edit Plan goals, create strategies, action steps, and tasks and upload documents to the File Cabinet. They can also respond to monitoring items by uploading evidence and responding to instrument item questions. LEA Users can also see, comment on, and attach files to School Plans in the LEA.
LEA Administrator	In addition to performing all the functions of an LEA User, LEA Administrators have the ability to create new users in their LEA and select which LEA users may submit completed instruments or plan goals to SEA. They can Manage Goals and Add or Edit funding sources for the Plan. They also have the ability to edit School Plans in the LEA.
School User	Where school plans are available, school users may perform all of the Plan functions that LEA Users may perform. For LEA Plans, school users may upload documents and post comments. Additionally, school users may upload Draft documents associated with their school to the LEA's program monitoring items.
School Administrator	In addition to performing all the functions of a School User, School Administrators have the ability to create new users for their school. They can Manage Goals and Add or Edit funding sources for the School Plan.

Accessing Tracker (Logging in)

Enter your email address and password to enter the site. If you have forgotten your password, use the Password Recovery tool on the Login screen by clicking **Reset Password**.



Enter your email address on the next screen and click **Send Invitation Now** to receive a new login invitation via email that will allow you to create a new password and login.

Invitations

To access Tracker, individuals must be invited by an administrative user. Users will receive an email invitation from the administrator with instructions for creating an account. The invitation email includes a web link that the user will access to accept the invitation.

To accept an invitation, click the link in the email or copy and paste it into your browser's address bar. Alternately, click the **First-time user? Accept Invitation** link on the Logon screen. If using the link in the email, it will lead to the **Accept Invitation** page, with your Invitation Code and email already filled in. Your email address will serve as your Tracker username. You must select a password for your account. Your password must follow the required guidelines:

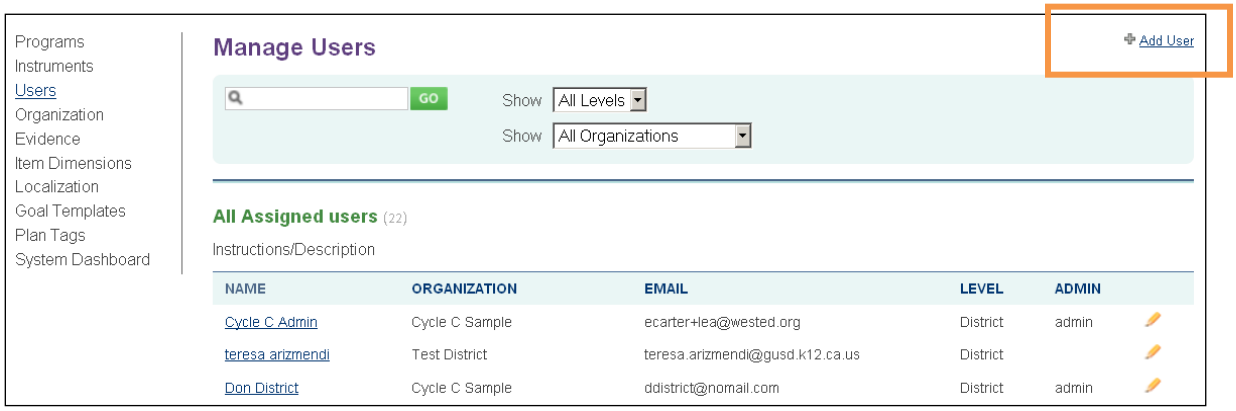
- at least 8 characters long
- at least 1 each, upper case and lower case letters,
- at least one number
- at least one special character (%, #, or others)

After you click Create Account, you will be returned to the Login screen to enter your email address and the password you just created.

Creating User Accounts (LEA Admin Only)

To create a new account, click the **Setup & Maintenance** link (visible only to Administrators) at the upper right side of the screen. Select **Users** on the left side navigation.

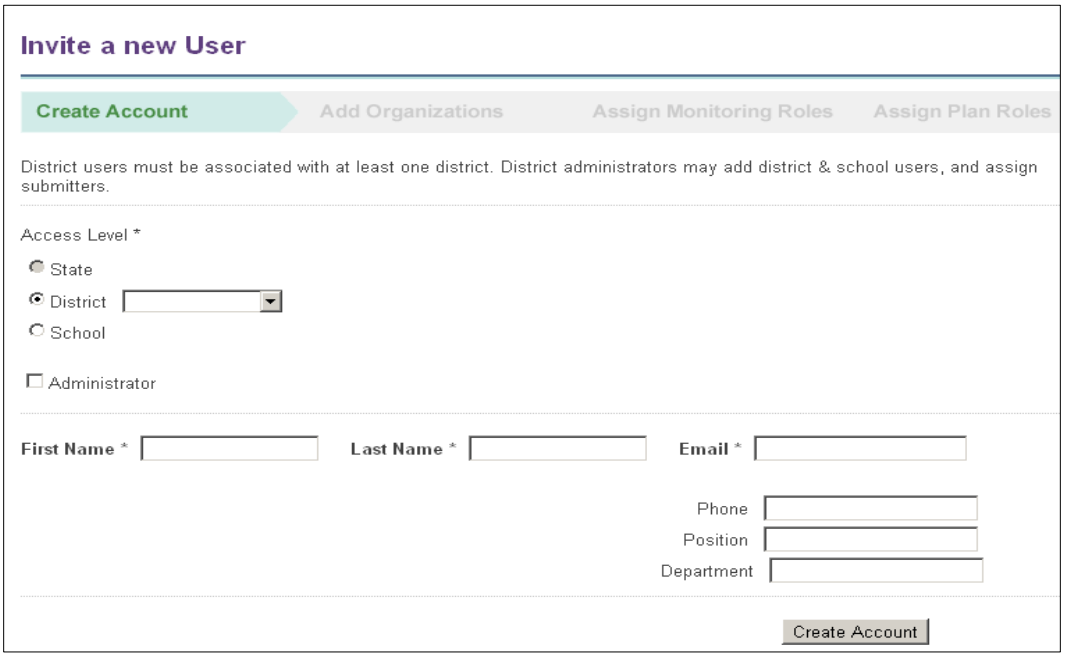
You may search the user list to see if someone already has an account. If not, click **Add a Contact** at the top of the list. The **Add Contact** screen will appear.



The first step in creating a new invitation is to indicate the **Access Level**. As a LEA Admin, you will only have access to the LEA and School selections. If selecting a LEA user, select the LEA name from the menu if you have access to more than one LEA. If selecting a School user, select the LEA, then the School.

Enter information for each new user:

- Check the Administrator box to give the user LEA Admin or School Admin rights
- Enter First Name, Last Name and Email Address
- Add other details if known (Phone number, Position and Department)

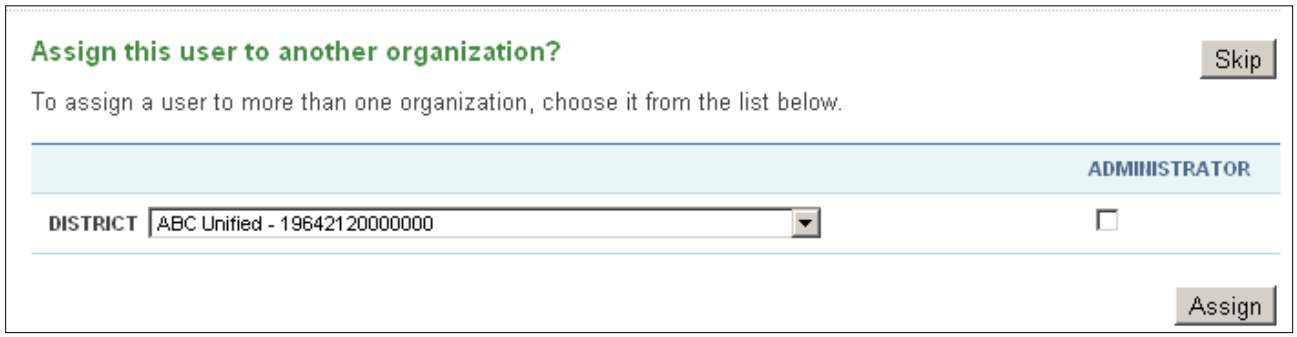


Click **Create Account** to save the information and send an email invitation to the new user.

Once you create the account, you will be directed to screens that allow you to associate the person with additional LEAs, and assign monitoring and plan permissions, if appropriate.

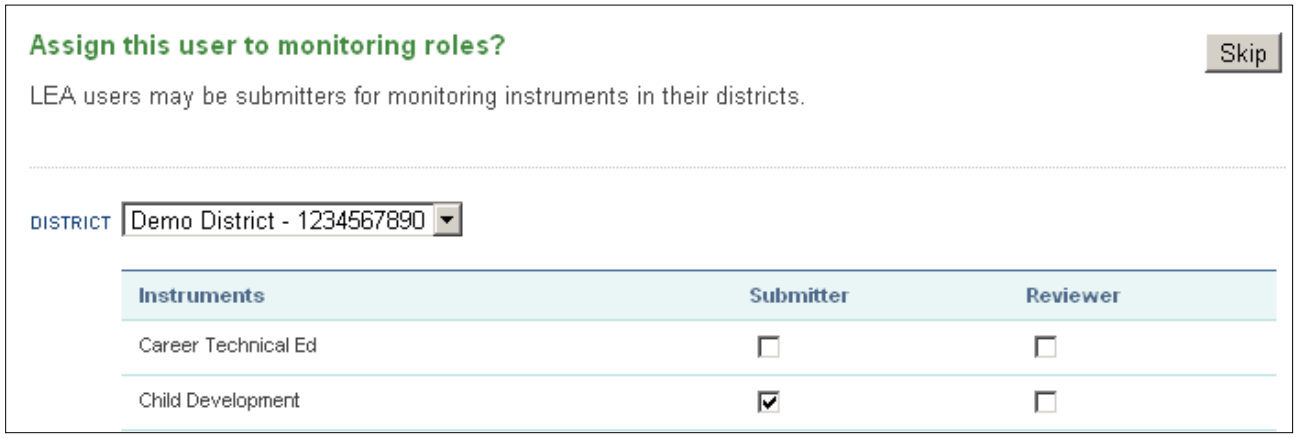
Add Organizations

You may add additional LEAs to a LEA-level account (if you have LEA Admin access for multiple LEAs) or additional schools to a School-level account. You may not add entities from a different level to someone's account (i.e. you may not add LEAs to a School account or Schools to a LEA account). Indicate if the user should have Admin access for the selected organization. Click **Assign** to add the new organization.



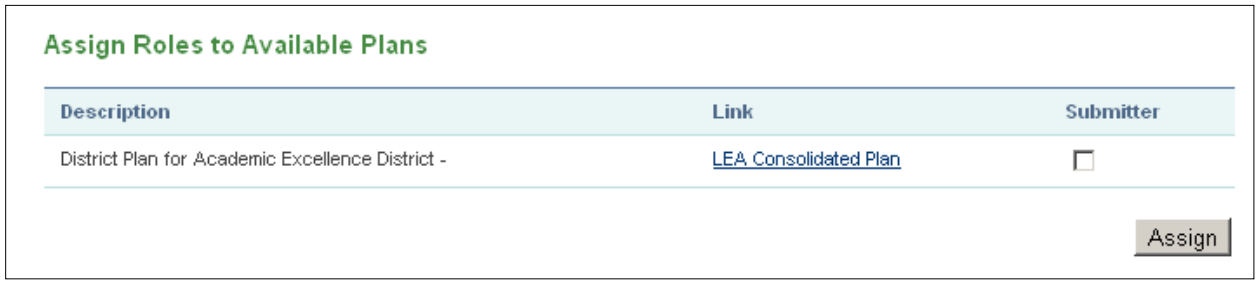
Add Monitoring Assignment

LEA-level users may be selected as instrument LEA Submitters for any instrument assigned to the LEA. (School users may not be selected as LEA Submitters). To add LEA Submitter access to the new user, select the instrument(s) off that you wish to add the user to and click Assign.



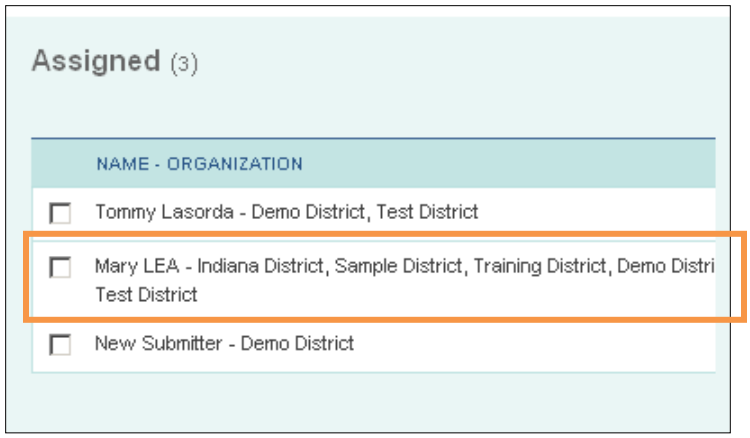
Add Plan Assignments

If Plan submittal/approval is used in the state, the last step in creating a LEA-level user allows the admin to assign the user to be a Plan Submitter. Select the LEA Plan that the user is a Submitter for and click Assign.

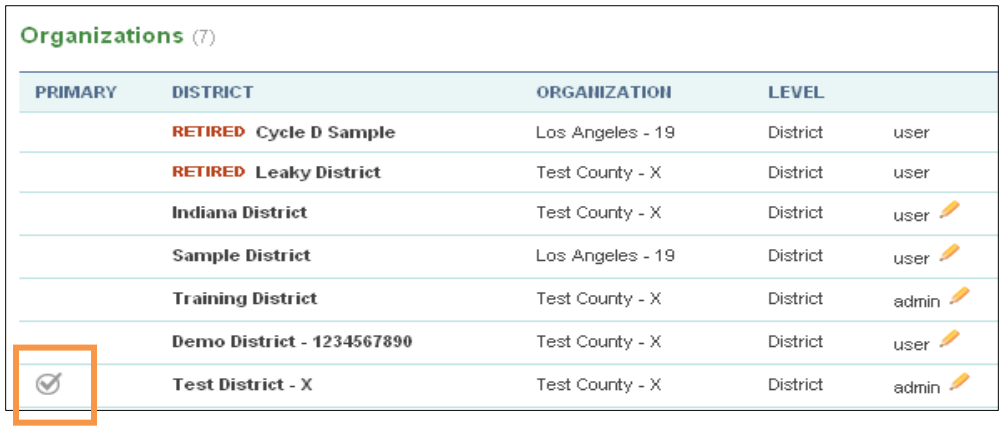


Users with Multiple Organizations

Some LEA and school users may have access to multiple organizations. State Administrators may set a Primary Organization for these users, as needed. If no Primary Organization is selected, all associated organizations will display with the user's name on the Comments and Assignment screens:



The user's Primary Organization, when selected, appears on the user profile's list of associations.



Read-Only Users

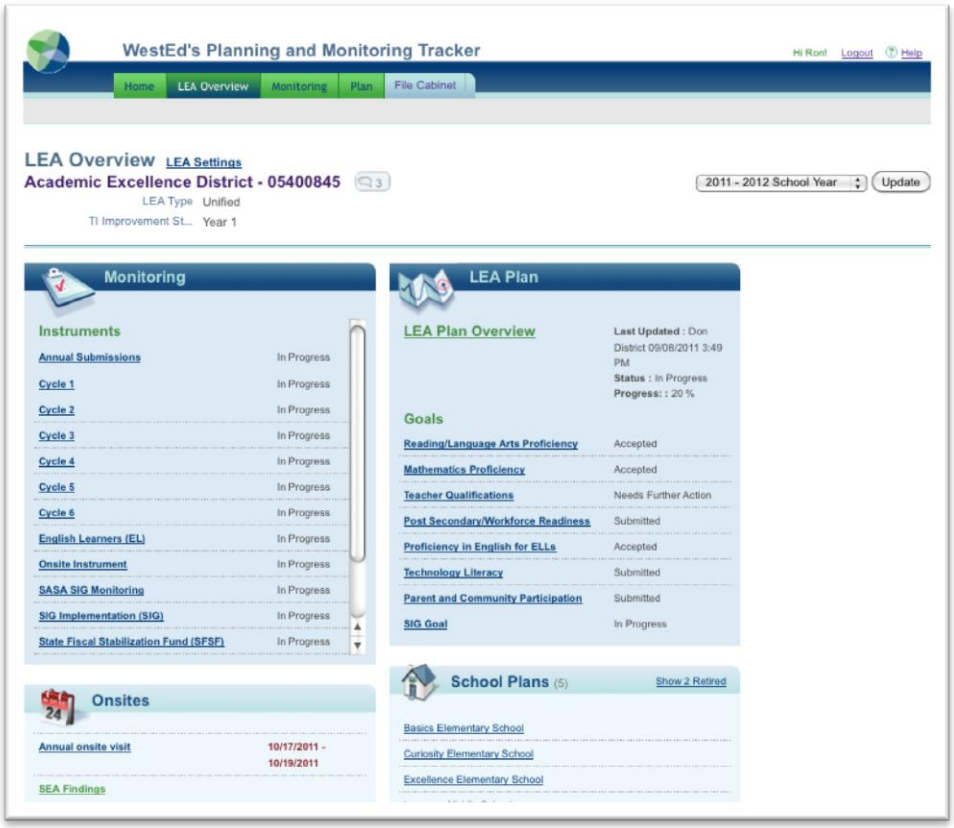
State Administrators may set up LEA or School users as Read-Only users. These users may access any area of the system based on their associated organizations but may not:

- Post comments
- Upload documents, links or hard-copies or associate documents
- Add or edit anything in a school or LEA plan
- Access Setup & Maintenance
- Participate in the self-review of a monitoring instrument
- Submit instruments
- Submit plan components
- Edit Onsite information for LEA or School Contacts/Notes

LEA Overview Page

The LEA Overview page is the default home page. Once you are logged on, your name appears in the upper right corner of the screen. You may logout by selecting the **Logout** link to the right of your name. You may also access Help resources by clicking the **Help** link in this section. The **Setup & Maintenance** link appears only to Administrative users.

The LEA Overview page displays a status of your Monitoring and Plan activities.



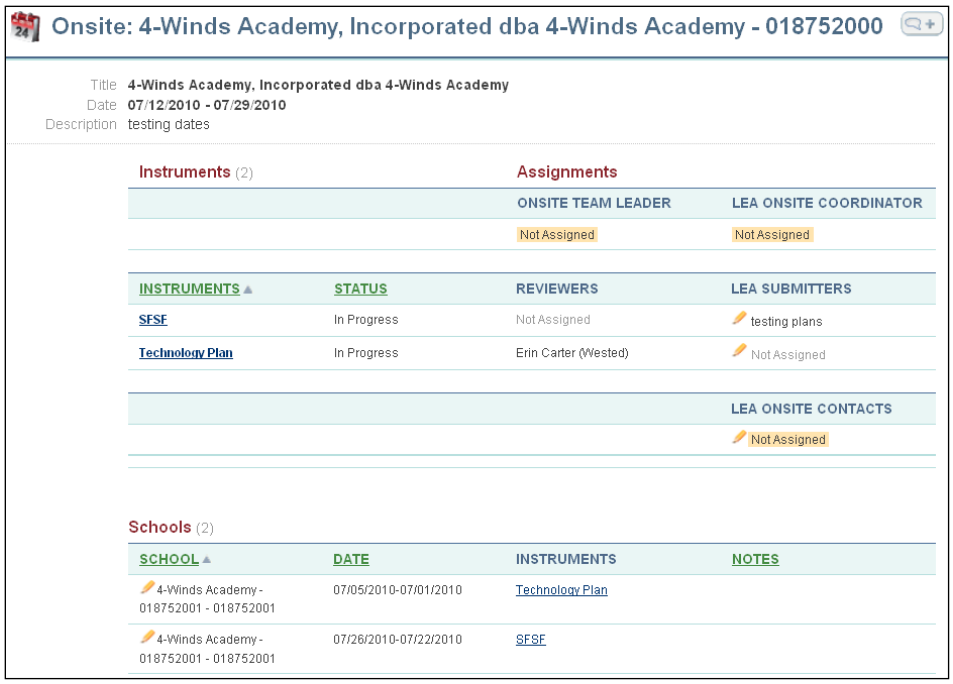
You may select a different school year from the default school year if you need to return to previous years' instruments. Select the school year and click **Update**. You will see the non-default school year at the top of the screen to indicate that you are looking at a previous year.

LEA List

If you have access to more than one LEA, the home page will be the Home tab, which is the list of LEAs you have access to. Here you will select the LEA you would like to view, which will take you to the LEA Overview screen for the selected LEA.

Onsites

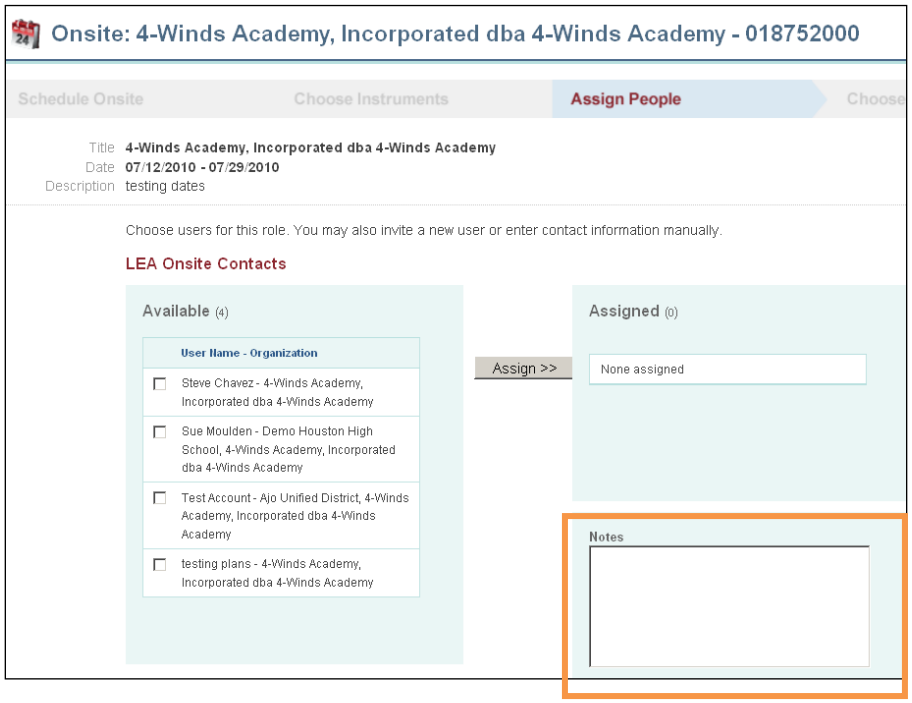
The Onsites section is a place where the state and the LEA can coordinate important information about monitoring onsite visits. If the state has assigned an onsite visit for the current year, this will be displayed on the LEA Overview screen. Click the onsite name to view the record. All information is displayed on the onsite record screen.



The onsite title, dates of the visit and description provided by the state appear at the top. The state's onsite Team Leader and the LEA's Coordinator are shown, assigned by state users.

Below this is the list of monitoring instruments that will be reviewed as part of the onsite visit. The Program Reviewer(s) and LEA Submitter(s) for each instrument are cross-referenced with the current assignments on the Monitoring tab. LEA Admins may modify the LEA Submitters here or on the Monitoring tab.

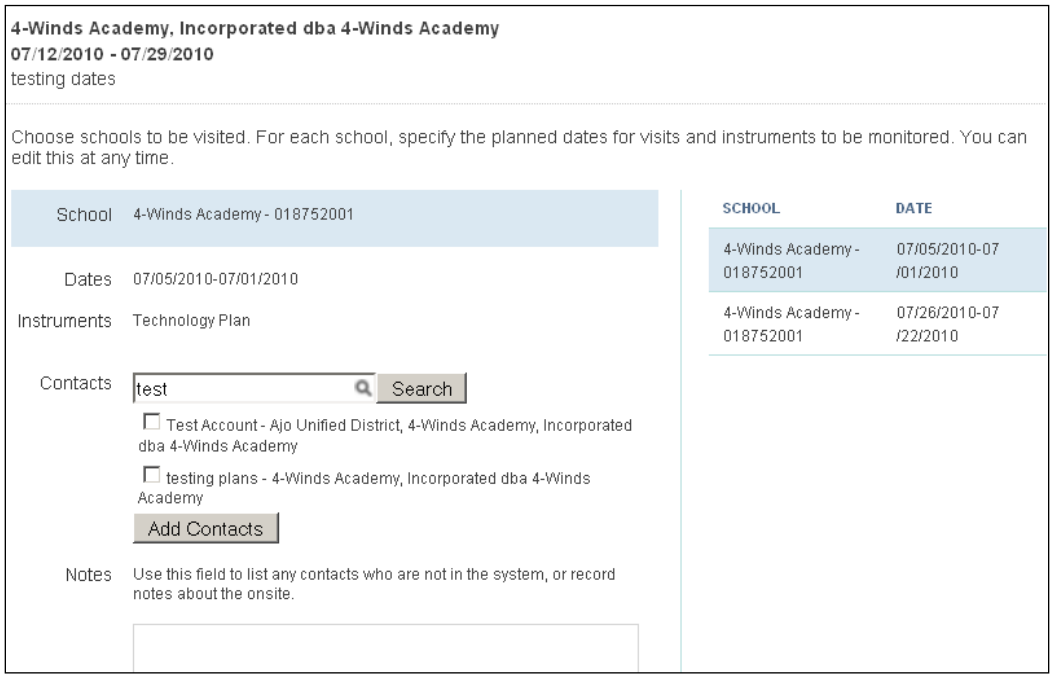
Additional LEA Onsite contacts may also be added or modified by LEA Admins by clicking the pencil icon. Select any available LEA users to add to the Onsite Contacts list. You may provide an optional note about these contacts.



The schools that are being visited as part of the onsite visit are shown at the bottom of the record.

LEA Admin users may click the pencil icon next to any school to add or modify school visit contacts.

Search for existing contacts who are Tracker users by typing in part of the individual's name. When you find a match, select the user by checking the name and then click the **Add Contacts** button to add the user(s) to the list of school contacts. You may provide additional notes about the school contacts or school visit. Click **Done** to save.



Commenting

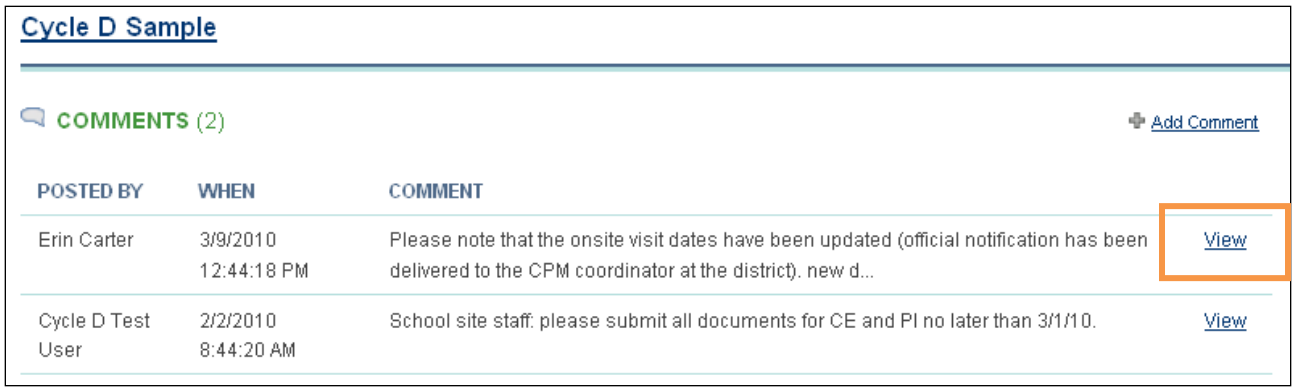
Comments facilitate communication among Tracker users. Regardless of email notification, comments may be viewed by any user with access to the associated element. Throughout the system, the comment icon indicates that commenting is available at that element.

The following elements of the system currently feature a comments option:

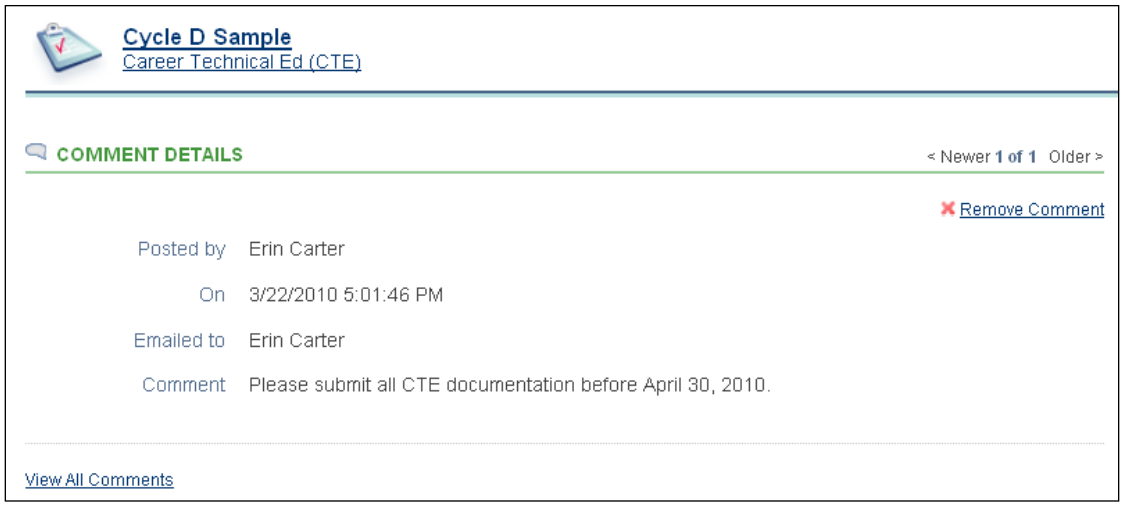
- The LEA Overview (comments at the LEA level)
- Onsite page (comments about the onsite visit)
- Monitoring Instrument Overview (comments at the Instrument level)
- Monitoring Item page (comments at the item/indicator level)
- Plan Overview page (comments about the plan)
- Plan Goals (comments at the Goal level of the plan)
- Plan Strategies (comments at the Strategy level of the plan)
- Plan Action Steps (comments at the Action Step level of the plan)
- Plan Tasks (comments at the Task level of the plan)

View Comments

When comments exist for any element of the system, a number will appear in the comment icon. Click the icon to view all comments. Comments are listed for the element in reverse chronological order, with the most recent at the top. Click the **View** link to the right of any comment to view its full content.



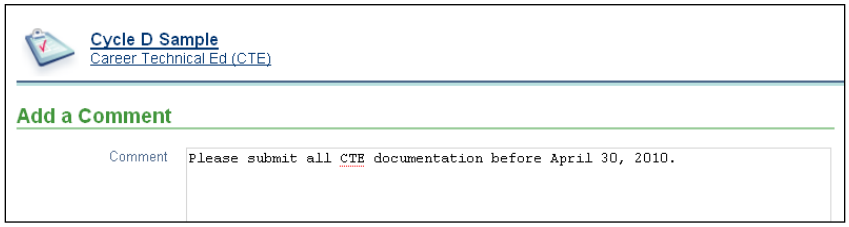
The view comment page shows all details and includes options for paging through other comments for the element or returning to the full list. You may click any of the links in the navigation options at the top. In Monitoring comments, you can return to the LEA Overview by clicking the LEA name or return to the Instrument Overview or Item page by clicking its name at the top of the screen.



Add Comment

Click the Comment icon to view existing comments at that element and/or add a new comment. If no comments exist yet for the selected element, you will go directly to the Add new Comment screen. If comments exist, click the **Add Comment** link at the top of the list of existing comments

to add a new one to that element. Add the text of the comment. This is what will appear in the view of the comment. Click **Post** below to add the comment to the system.

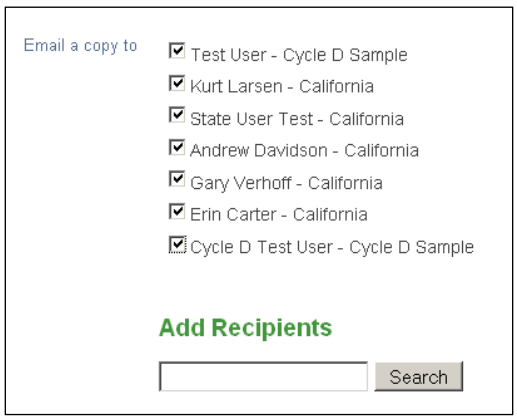


Email option

The **Add Recipients** section below the Comment entry field allows you to add individual users who will also receive an email notification of the comment being added. This may be used to supplement the comment addition, especially if you want certain individuals to be made aware of the new comment. Default recipients are listed for the following comments:

- Monitoring Instrument or Item: designated Team Leaders, State Reviewers and LEA Submitters will be listed
- Plan Action Steps or Tasks: users set up as the Personal Responsible for that plan element will be listed
- In states where a plan approval process is in place, comments at the overall Plan level: Submitters and Approvers will be listed

Uncheck names if you do not want them to be notified.



To search for other users to notify, enter any part of the user's first or last name to view matches. Users can be other users at the school or LEA or any known individuals at the SEA.

Find the user(s) you want to notify and check the box next to the names you want to send an email to. Click **Add checked to recipients** to add to the list of users who will be notified by email when the comment is saved. The names will then appear above the Add Recipients search to indicate they have been added. Click **Post** to add the comment and deliver the email(s).

Putting Your Plan Online

Your Plan Leadership Team will likely want to initially write your Plan offline. Your Plan is a living document, so when entering your Plan into Tracker, you can save your work at any point, and come back and edit any parts of your Plan later, as needed. You may also RETIRE portions of your plan completed in the previous year, to remove them from the Plan Overview (see page 25).

For entering Plan information into Tracker, it is recommended that you have an electronic copy of your Plan (such as a Word document) rather than a paper version. This will make it easier for you to copy and paste detailed information from your Plan into Tracker.

Plan Organization

Tracker uses a tiered structure for your Plan: Goals, Strategies, and Action Steps. You may also add specific Tasks to Action Steps. You will also create a Budget for your plan, and can track expenses as you implement the Action Steps.

Goal	A specific, measurable target for students to achieve. States Who will do What by When and How you will know it. (You may write them in SMART format: Specific and Strategic, Measurable, Achievable/Attainable, Results-oriented, and Time-bound.) LEAs may have some goals pre-assigned by the State, and may also add their own, local goals. Schools may select goals from the LEA's plan, and re-write them to reflect the school's achievement target, and create their own goals. Title: Maximum 50 Characters Description: Maximum 1000 Characters
Strategy	A general description of a process a LEA or school will take to reach the student achievement goal. Each Goal may have several Strategies. What will the LEA/school do to ensure that the goal is reached? Title: Maximum 50 Characters Description: Maximum 500 Characters
Action Step	A specific action or activity that will lead to the implementation of the Strategy and achievement of the Goal. The Action Step includes a **Title**, **Description**, **Begin** and **End Dates** plus comments on timelines, persons

	responsible, costs and budget sources for each Action. Progress is tracked by updating status, attaching evidence, and adding comments as the step is implemented. Action Steps may also be "tagged" for filtered views of the plan, e.g. all steps affecting Special Education students, or all steps involving PD. Each Strategy may have several Action Steps. Title: Maximum 50 Characters Description: Maximum 1000 Characters
Task	A specific action/activity that leads to the completion of an Action Step. Tasks have specific due dates, persons responsible and current status. Each Action Step may have multiple tasks. Title: Maximum 50 Characters Description: Maximum 255 Characters

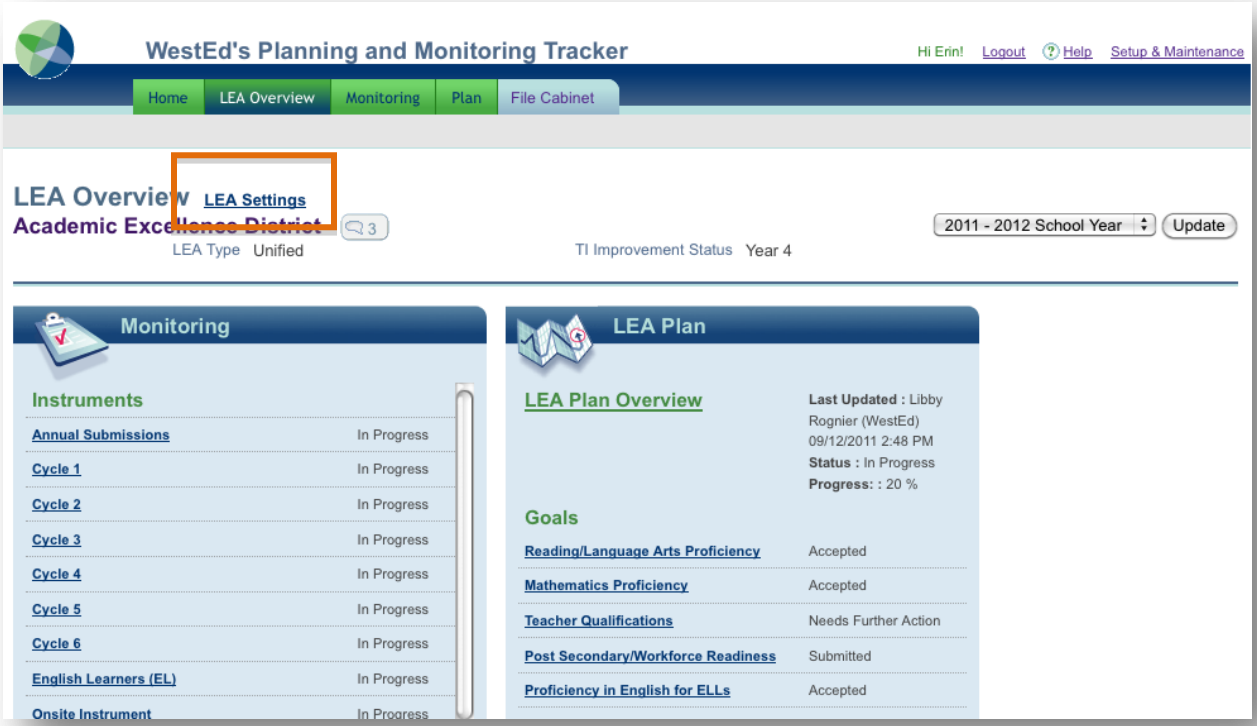
Administrator Tasks to Prepare for Plan Entry

Plan Administrators have the ability to Add/Edit features in preparation for Plan entry. This set-up should be done before your Team starts entering your plan, so that all features are available. The set-up includes: 1) Set up LEA Tags; 2) Add/Manage Goals; 3) Add Users to your plan, and; 4) Add Budget Allocations.

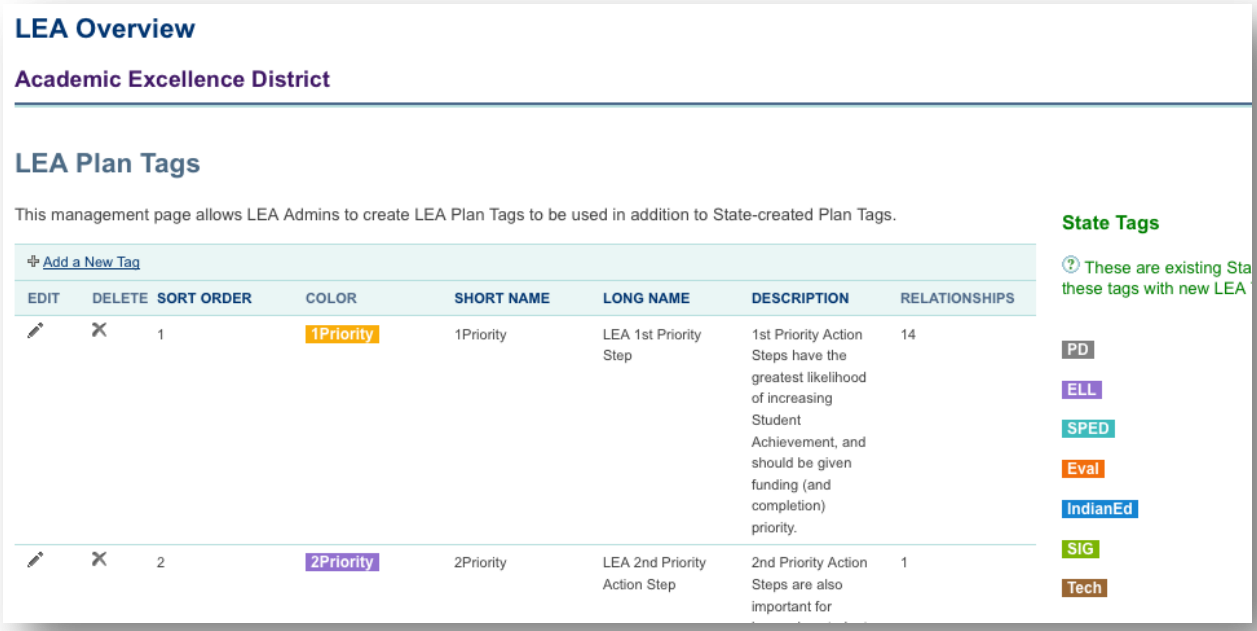
Set-up LEA Tags

In addition to the Plan Tags created by the SEA, LEAs may create a second set of Tags, available to their LEA and School plans, as appropriate to your plan management and implementation needs.

To add LEA-specific tags, click on the LEA Settings link on the LEA Overview page:



You will see a list and descriptions of any LEA Tags already created, as well as a list of all SEA tags available. To see a full description of the SEA tag, hover over the Tag name.



Click **Add a New Tag** to create additional LEA Tags. Give your new tag a Sort Order (1-8 determines the color of the tag), a Short Name (up to 10 Characters, appears in the Tag colored label), a Long Name (up to 30 characters), and a Description (up to 255 characters.) The Long Name and Description will pop-up by hovering over the Tag label wherever it appears in the plan.

Click **Insert** to save your tag and add it to the LEA Tag list. You may also edit any existing LEA Tags by clicking on the pencil icon, or Delete a tag by clicking on the X. On the Action Step Add/Edit page, you will see both the SEA and LEA tags listed – you may check as many of each as fit the Action Step. Up to 8 SEA and 8 LEA tags will show on the Plan Overview for each Action Step. Both sets of Tags will show in the Tag filter on the Plan Overview. Anywhere the tags appear you

may hover the cursor over the name of the tag to see the full description.

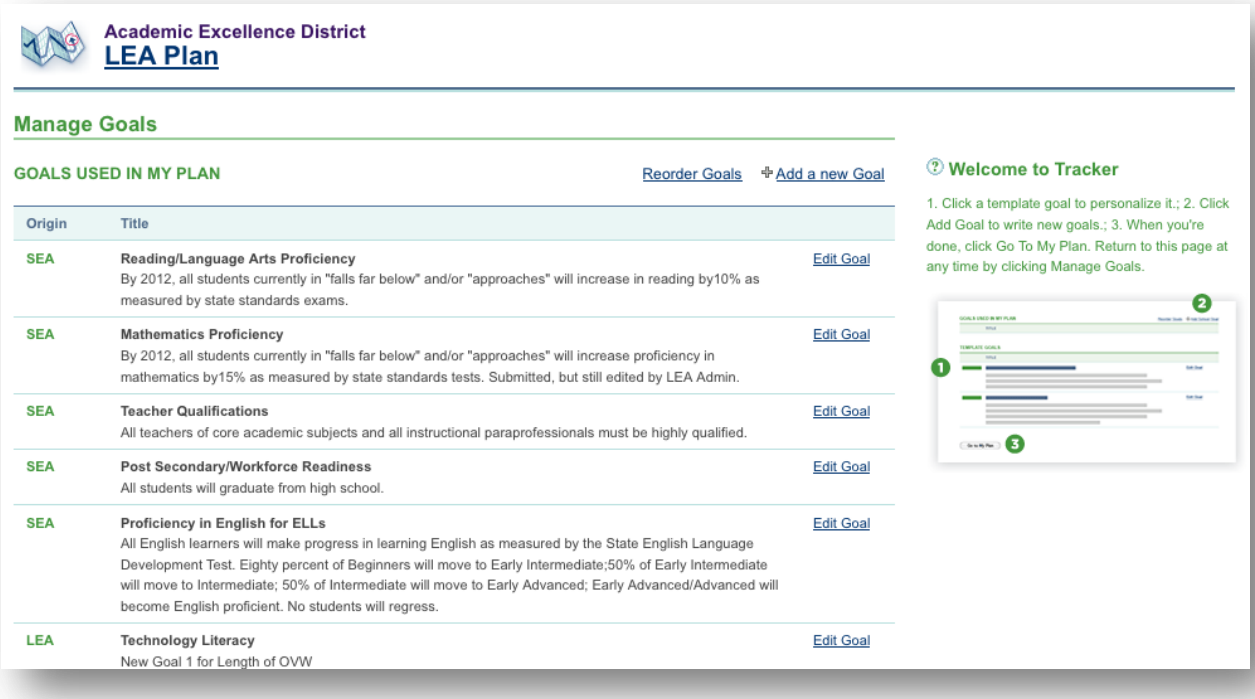
Add/Manage Goals

LEAs: Your SEA may have assigned common Goals to all LEAs in the state. If so, these will appear in the LEA plan, ready to be edited with your Goal description specific to your LEA. You may also wish to add goals unique to your LEA.

Schools: School plans will be empty when first opened. All Goals must be added by the School Administrator, by selecting LEA Goal Templates or adding new Goals on the Manage Goals page.

Only Plan Administrators may add new Goals to a school or LEA Plan. All Users can edit existing Goals, and add Strategies, Action Steps and Tasks. To Add a Goal, click on the **Manage Goals** link. (If you are not an Administrator, you will not see this link.)

On the Manage Goals page, you will see a list of current goals in your plan.



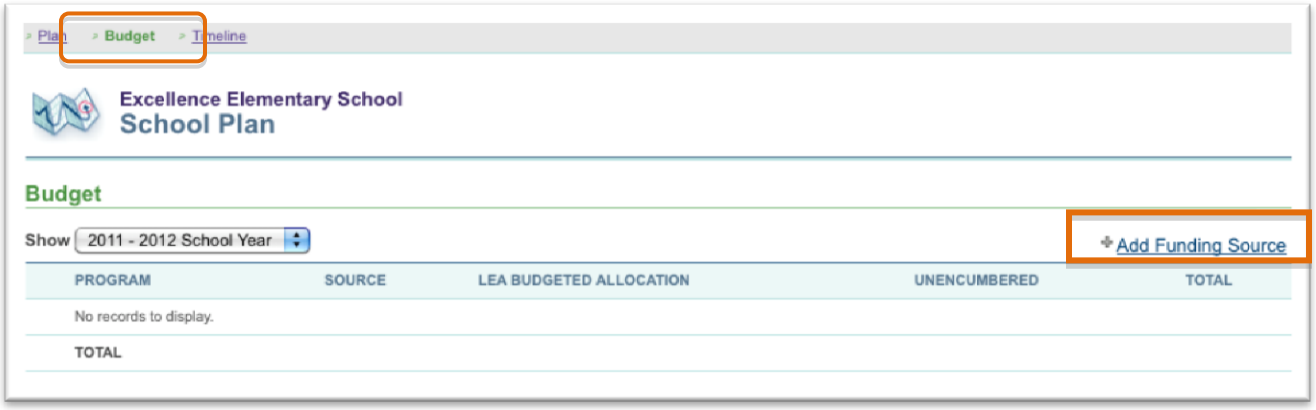
The Origin indicates at what level the Goal was first entered into Tracker. If the SEA created Goals that are auto-assigned to all LEAs, the origin will be State. If you Add a New Goal, you will

give it a Title and Description unique to your Plan. The origin will appear as LEA or School. Schools may elect to add any goals from their LEA's plan (Template Goals), whether they originated with the State or LEA, or create their own unique goals. Any Goals you add, whether from a Template or a new goal, will require you to create a Description that is unique to your students and achievement targets. You may also re-order goals in your plan.

Add Budget Allocations

The LEA or School Plan Administrator is responsible for adding Allocations to the plan budget from available Funding Sources. These allocations are then available for Budget Items throughout the plan.

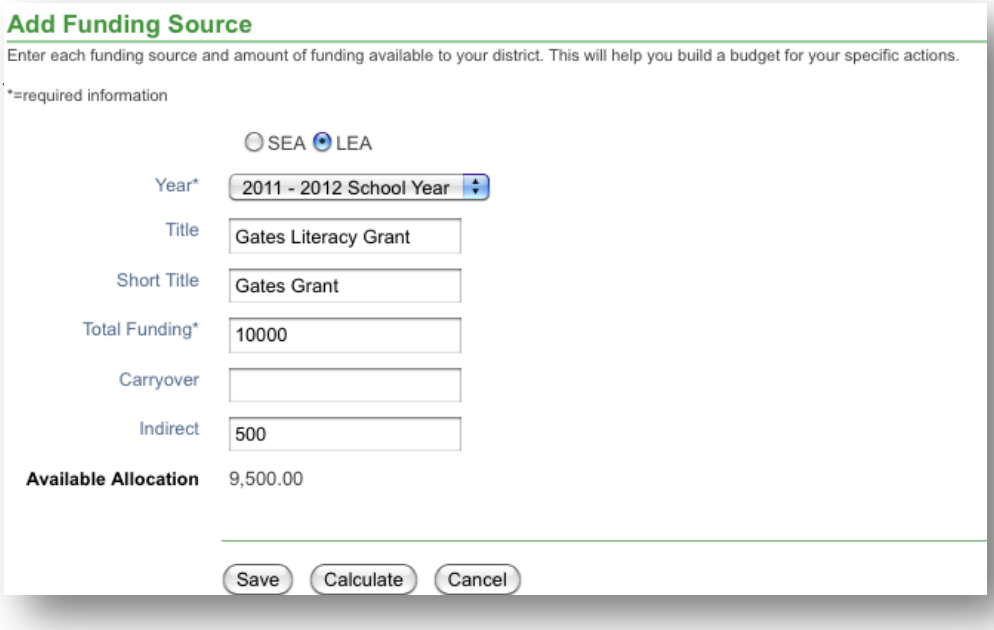
From any plan page, click the Budget link at the top to see the overall Plan Budget. LEA or School Plan Administrators will also see the Add Funding Source link.



Administrators may select Federal or State funding sources (added by the SEA). LEA Administrators may also create their own LEA (Local) funding sources. On the Add Funding Source screen, select SEA or LEA to add a new source. SEA Funding Sources will allow you to select from a dropdown list of all available Federal and State sources. (NOTE: If you have already added a source to your budget, you may edit it on the budget overview page. It will no longer appear in the drop-down list.) An LEA Funding Source lets you type in a Title and Short Title (up to 20 characters for display) as well as fund information.

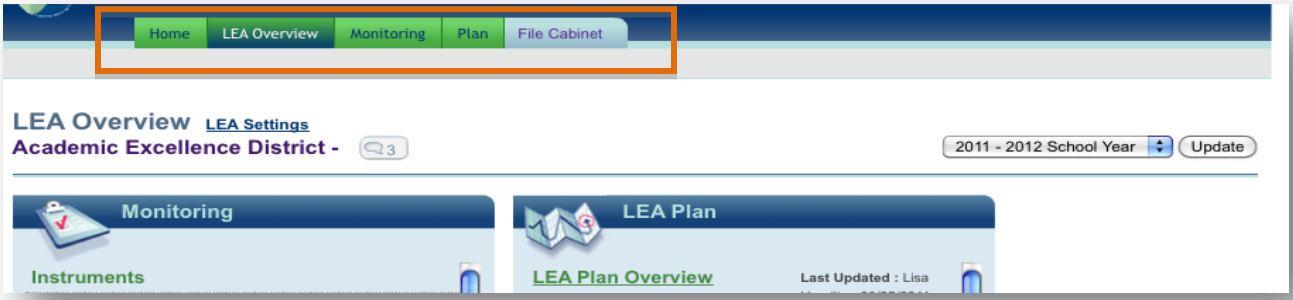
All Funding Sources allow a Carryover and Indirect amount. The Available Allocation is the sum of the Total Funding + Carryover – Indirect. This amount appears as the Total column in the Plan Budget. You may optionally click on Calculate to verify the amount before saving the record.

Once Funding Sources have been added by the Administrator, Plan Users may assign them to Budget Items.

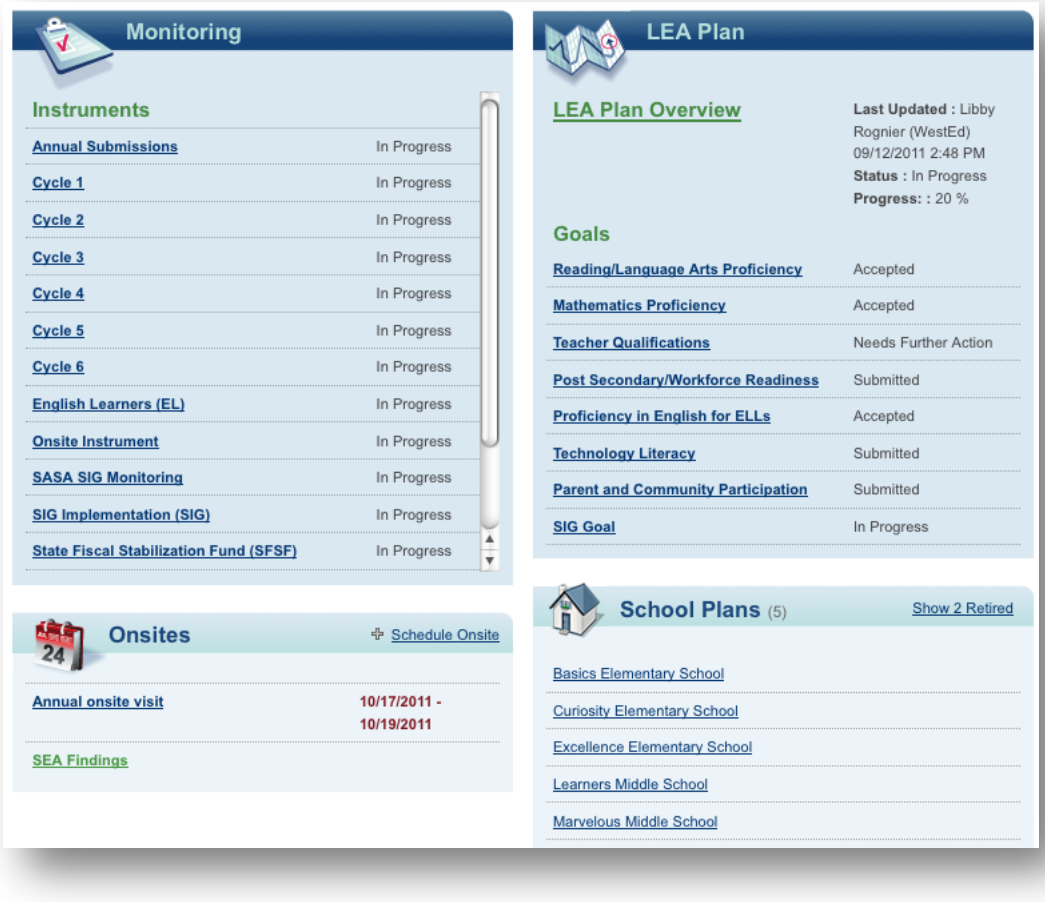


Plan Overview and Features

From your LEA Overview page, click LEA Plan Overview to see your LEA Plan page. School plans are also accessed from this page, by clicking on the name of the school in the list below the LEA Plan Overview. A school login generally takes you directly to the Plan Overview for your school. You can view this page by clicking the green LEA Overview link at the top of each page.

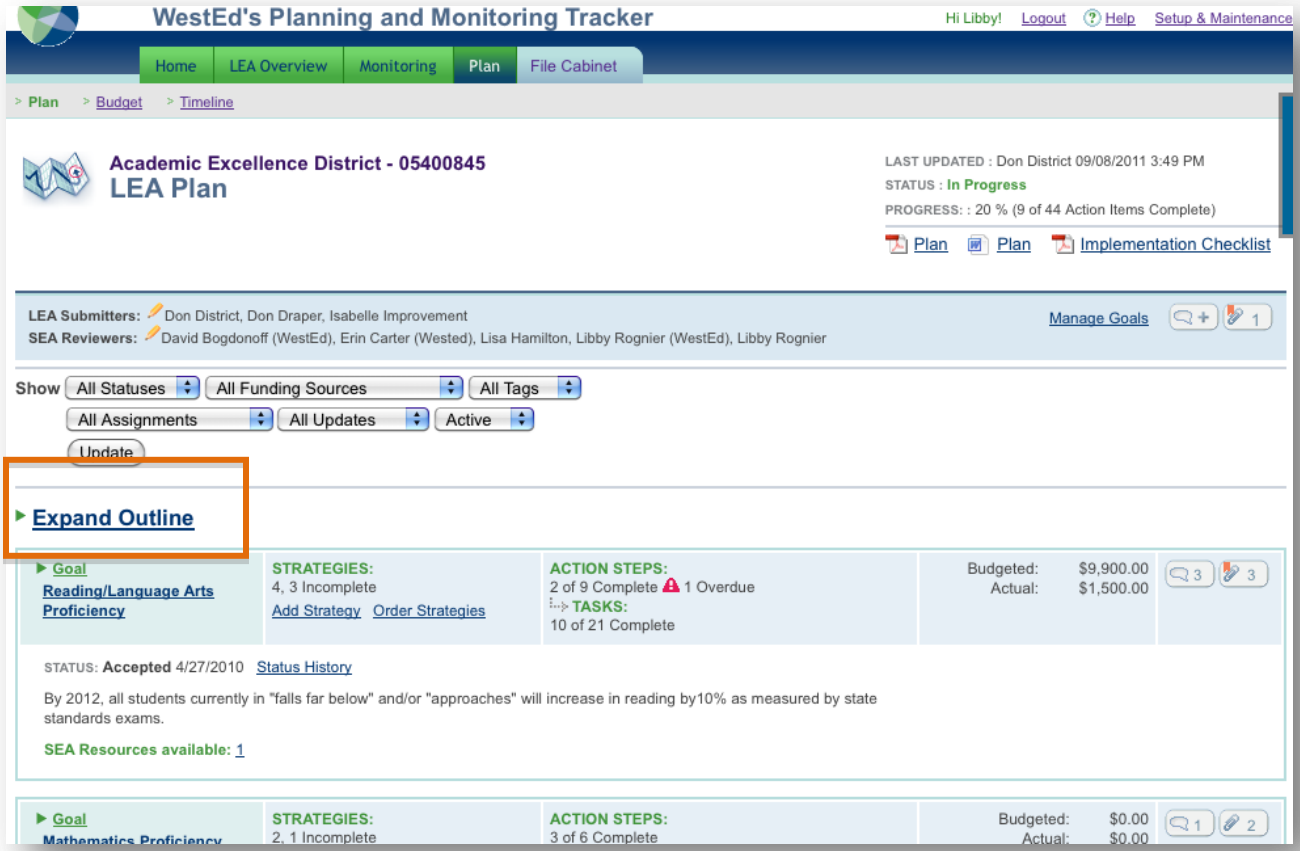


The LEA Overview gives access to the LEA Plan, School Plans in the LEA, and the LEA Monitoring Instruments. Both LEA and school users may view any of the plans and monitoring instruments. School users may only edit their own school plan, but may view, comment on, and download documents from any of the plans. School users may also upload draft documents to the LEA Monitoring Instruments as evidence for the required monitoring items. Clicking on “LEA Plan Overview” will take you to the top of that page. Clicking on a Goal title will take you to that Goal on the Overview page.



From the LEA Overview, you may also switch to view previous year's data. Although your plan is continuous from year to year, Budget Sources and Items are year-specific. If you are an LEA Admin, you may also set LEA Tags (in addition to the SEA Tags) on the LEA Settings link on this page. LEA Tags are also available to schools.

The Default overview shows all of the Goals in your plan. To expand your plan and see the strategies, action steps and tasks, either click on the Expand Outline link to expand the entire plan, or click on the green triangles at each level to reveal the next level below.

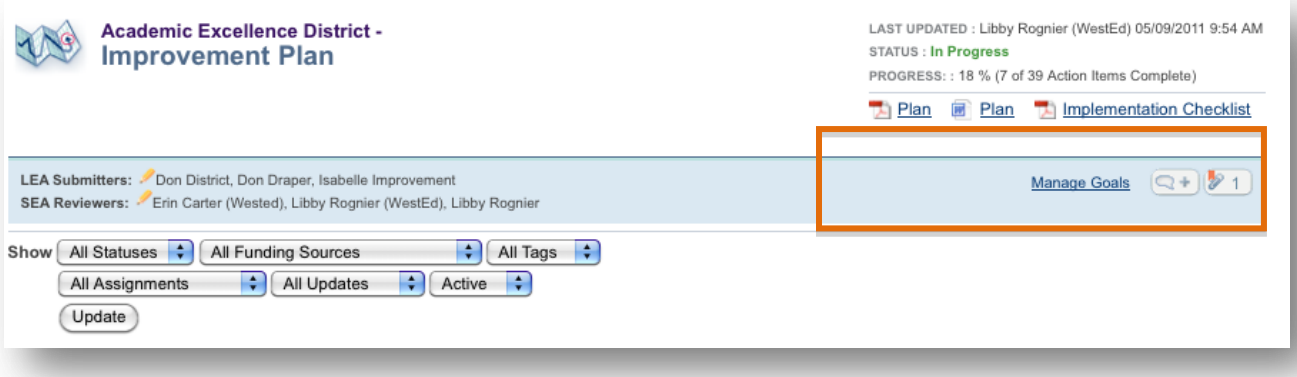


Your plan overview allows you to access and edit any part of your plan, attach and link to comments or files within your plan, see at a glance due dates for action steps and tasks, and what is overdue.

Tracker Plan Screen Elements

Print Reports and Filters

The Plan Report links at the top of the overview allow you to create and print reports based on the content of your plan. You may print a full or filtered view of the Plan Overview (Plan links), as a PDF or Word document, or create an Implementation Checklist report, which shows the status history of all Action Steps and their associated Strategies and Goals. Under those links are the



options for filtering the plan by Status of Action Steps (Not Begun, In Progress, Completed, Suspended), Funding Source, Tags (State or LEA), Person Assigned to a Task or Action Step, or recent Updates (Last 2 weeks, Last month, Last 3 months, Overdue.) You may also show all Active or all Retired portions of the plan.

Once you select the desired filter options, click **Update** to refresh the Plan Outline to see the updated view. When filters are applied, only those portions of the Plan contained within the filter parameters will show on the overview or print in a report.

After clicking the **Plan** PDF or Word link, your browser will download a copy of the Plan. The download location and how you access the print version will depend on your individual browser and download settings.

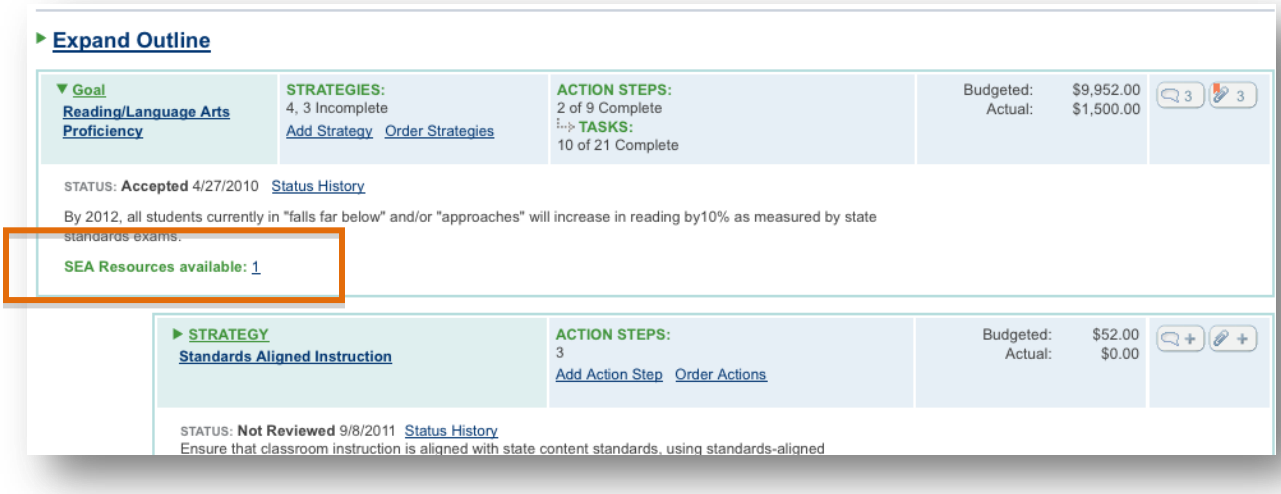
Note: When you have a custom filter applied, that filter will stay active, even after navigating away from the Plan Overview page and returning later. If you wish to remove your custom filter(s), click the **Clear Filters** button. Selecting the **Plan** or **Implementation Checklist** report when a custom filter is active will print the filtered version of the Plan.

Plan Status

As you move down the Plan Overview screen, you will see status indicators for parts of the Plan that are complete, incomplete, and overdue. These indicators can help you see at a glance those areas of your Plan that need attention.

The Goal Status line shows the name of the Goal on the left, followed by the number of Strategies and associated functions. Action Step and Task status data is next, with Budget information displayed on the far right. The Budget information is “rolled up” from the values entered for Action Steps under that particular Goal.

If the Goal originated at the state level, there may be SEA Resources attached to the Goal. These are documents provided by the state to assist LEAs and schools in meeting the requirements of the goal. They can be accessed by clicking on the number next to “SEA Resources Available.”



The Action Step detail includes persons responsible for the step, status of implementation, associated tasks and tags. The Budget information identifies whether or not the Action Step requires funding. If so, the total budgeted and actual amounts for the current School Year are shown.

The Comment and Attachment icons indicate how many of each are associated with this Plan element. Clicking on the icon allows you to view and add an attachment or a comment at that level within the Plan. (Attachments may be added to the Plan, Goal, Strategy or Action Step level. Comments may also be added to Tasks.) If the paperclip has a red flag on it, it means that there is Required Evidence that needs to be attached to the Plan or Goal. Required evidence may be requested by the State at the Plan level or on any state-assigned goals.

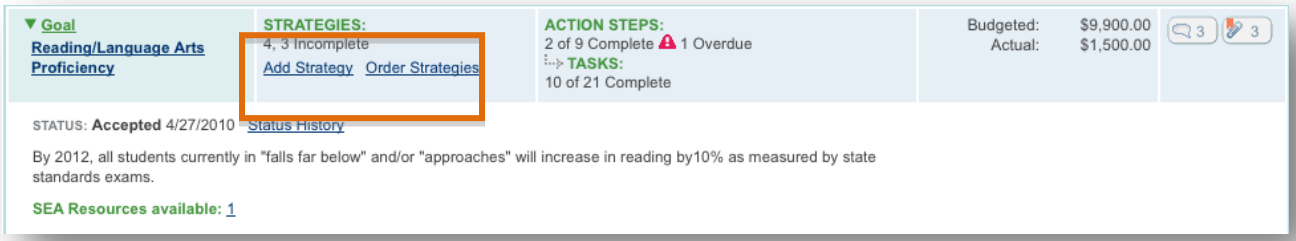
Entering Plan Data

This section will review how all Users can **add** new content to the Plan (Strategies, Action Steps, Descriptions, etc.) and **update** content as you implement or refine your plan.

Goals – Your Plan Goals will be added by your Plan Administrator. (See page 6 for instructions.)

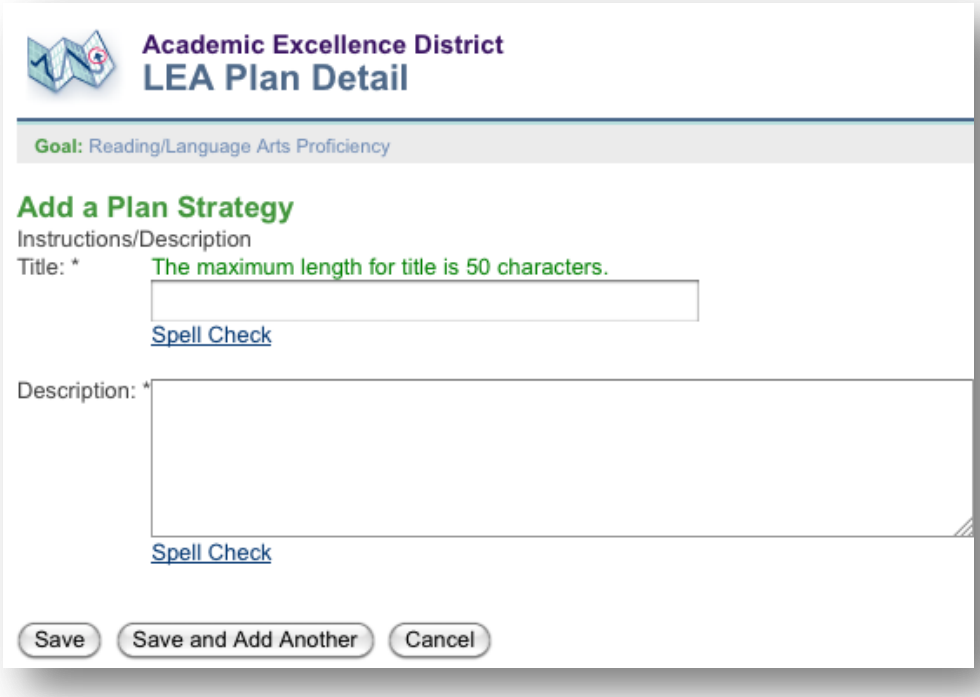
Strategies

The next step is to add Strategies. You may add as many Strategies as necessary to successfully



achieve your Goals. To do so, click the **Add Strategy** link in the Goal Preview section.

The Add a Strategy entry screen will appear.

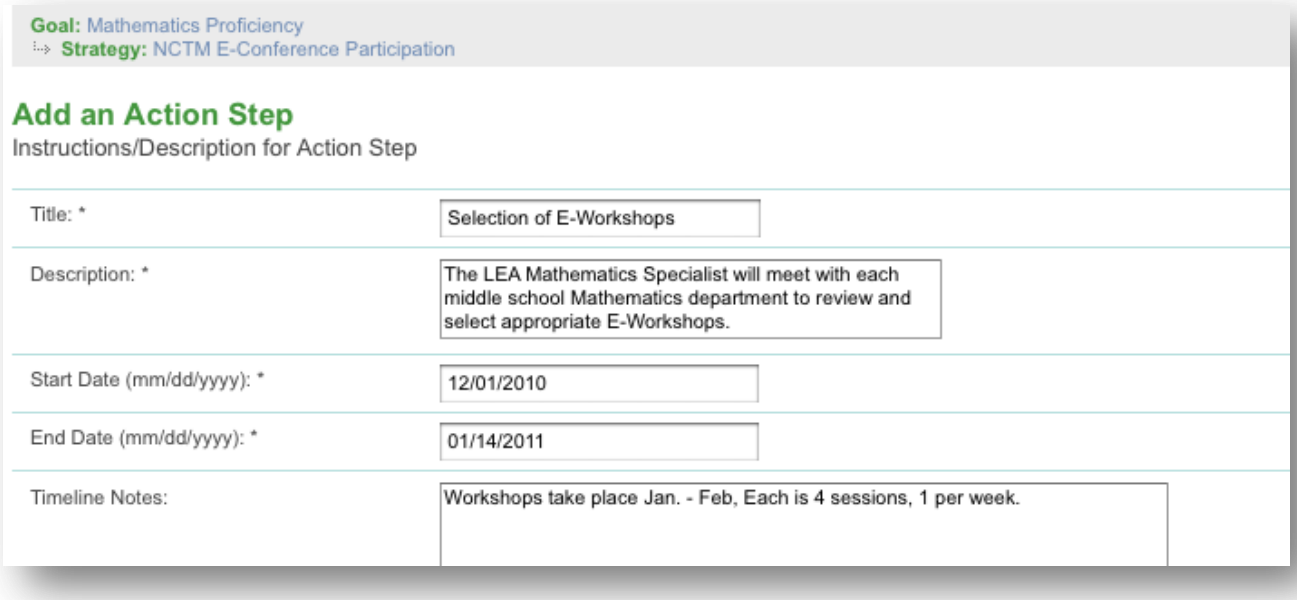


For each new Strategy, you enter a short Title as a reference for the activity you are describing. For the Description, you may be more specific about what will happen and who will participate. When you are finished, press **Save** to return to the Plan or **Save and Add Another** to create a new Strategy. The Title may be a maximum of 50 characters, the Description maximum is 500 characters. Once a Strategy is created, you can modify it by clicking the Strategy title link on the Plan Overview screen.

Action Steps

After you create a Strategy, you will add specific Action Steps that outline what needs to be done. Action Steps should be reasonable steps needed to accomplish a Strategy, leading to the achievement of a Goal.

On the Plan Overview screen, in the Strategy box, click the **Add Action Step** link. The Add an

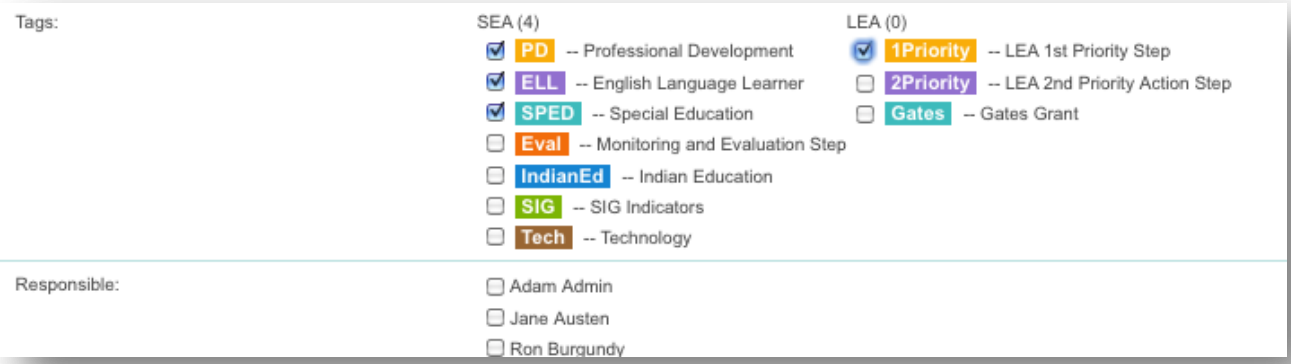


Action Step screen will appear, showing the related Goal and Strategy at the top.

The fields with * are required (Title, Description, Start and End dates.) If the Action takes place over a long period of time, you may want to add **Timeline Notes** (e.g. Once per week for 10 weeks.) If appropriate, check the **Requires Funding** and/or **Professional Development** checkboxes. You will come back later to specify the budget item(s) and Actual costs. All Budget amounts assigned to Action Steps total up to the Strategy and Goal levels on the Plan Overview. If this is a Professional Development activity, you may want to note the intended **Audience** for the PD.

Scrolling down the page, you will see two columns of possible Tags which may be assigned: one set from the SEA and one set created by the LEA Administrator. Both sets are available to school as well as LEA plans. Tags designate special programs or populations that are associated with the

Action Step (e.g. Professional Development (PD) or English Learners (EL).) Putting Tags on Action Steps allows you to filter the plan for specific designations in the Plan Overview. For example, you may want to see all of the PD activities throughout the plan in order to organize the year's PD schedule.



The LEA may have its own list of Tags, specific to programs, priorities or designations for filtering and monitoring the plan. The LEA Tags are created by the LEA Administrator. (See page 4.)

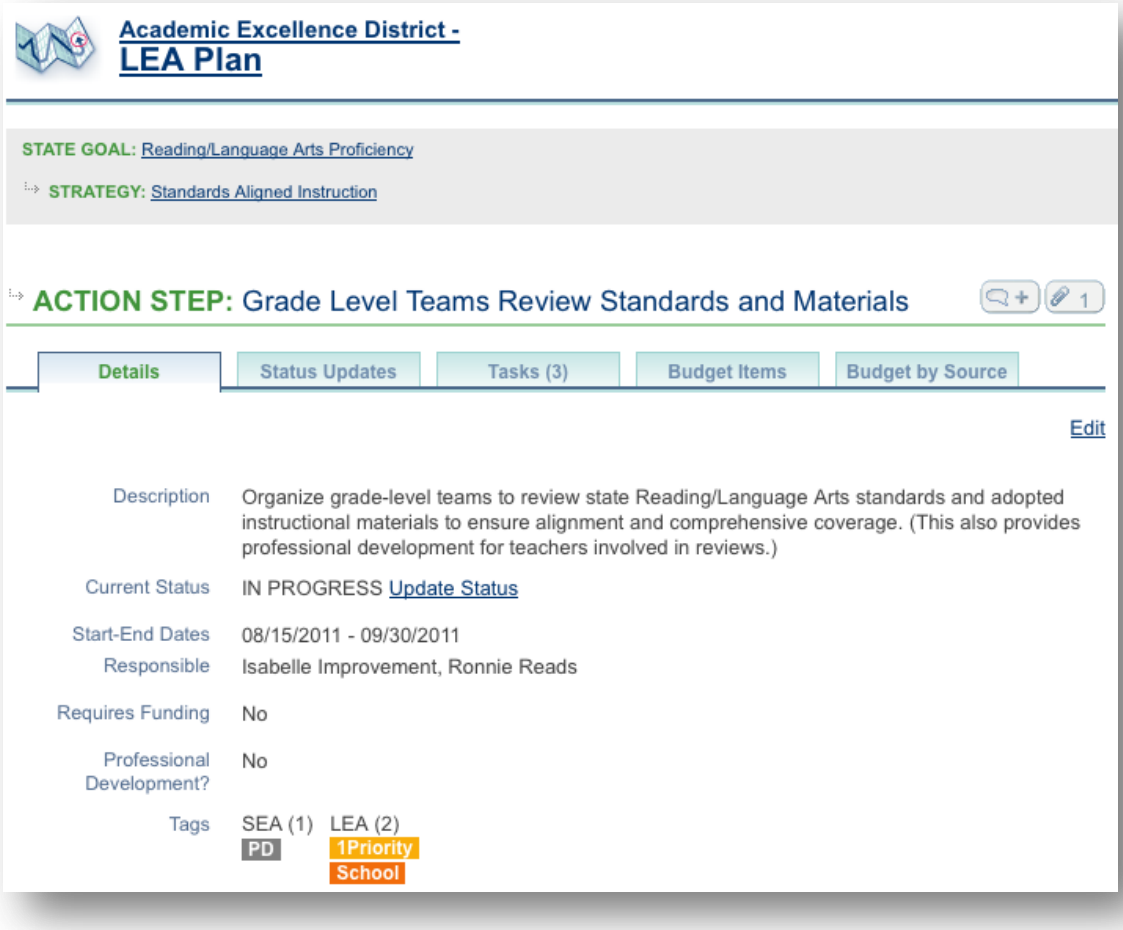
Finally, you may check one or more persons who are **Responsible** for implementing this Action Step. A list of everyone associated with your plan (Administrators and Users) will appear for you to check off the appropriate names. When finished, click **Save** or **Save and Add Another** to continue plan entry. Below is an explanation of each field on the Action Step detail screen.

Title	Short title of the Action Step. **Maximum characters: 50**
Description	Detailed description of the Action Step. **Maximum characters: 1000**
Start Date / End Date	These dates will be graphed on the Timeline and will trigger reminder icons on the Plan Overview to show which Items need attention. Choose from pop-up calendar or enter as **mm/dd/yyyy**
Timeline Notes	(Optional) Notes that will appear in the Timeline regarding this Action Step. **Maximum characters: 255**
Requires Funding?	Check this box if the Action Step will require funding. This will enable you to later add Budget Items from the Action Step Overview screen.
Professional Development Needed?	Check this box if this Action Step involves Professional Development for staff.
Audience	Use this field to enter who would need to attend any Professional Development activities, if appropriate.

Tags	Check the appropriate tags that apply to the Action Step. These tags are used for filtering purposes on the Plan Overview and when generating reports. Check all that apply.
Responsible	Designate one or more person responsible for the implementation of this Action Step.

Action Step Overview

Once an Action Step is created, the Action Step Overview is displayed. You also reach this view by clicking on the Action Step title from the Plan Overview. This screen allows you to access and add implementation information to the Action Step, such as Status Updates, Tasks and Budget Items.



This is where the Plan implementers will come to update their progress toward completing the Improvement Plan – attaching relevant files, adding Comments and Status Updates, marking

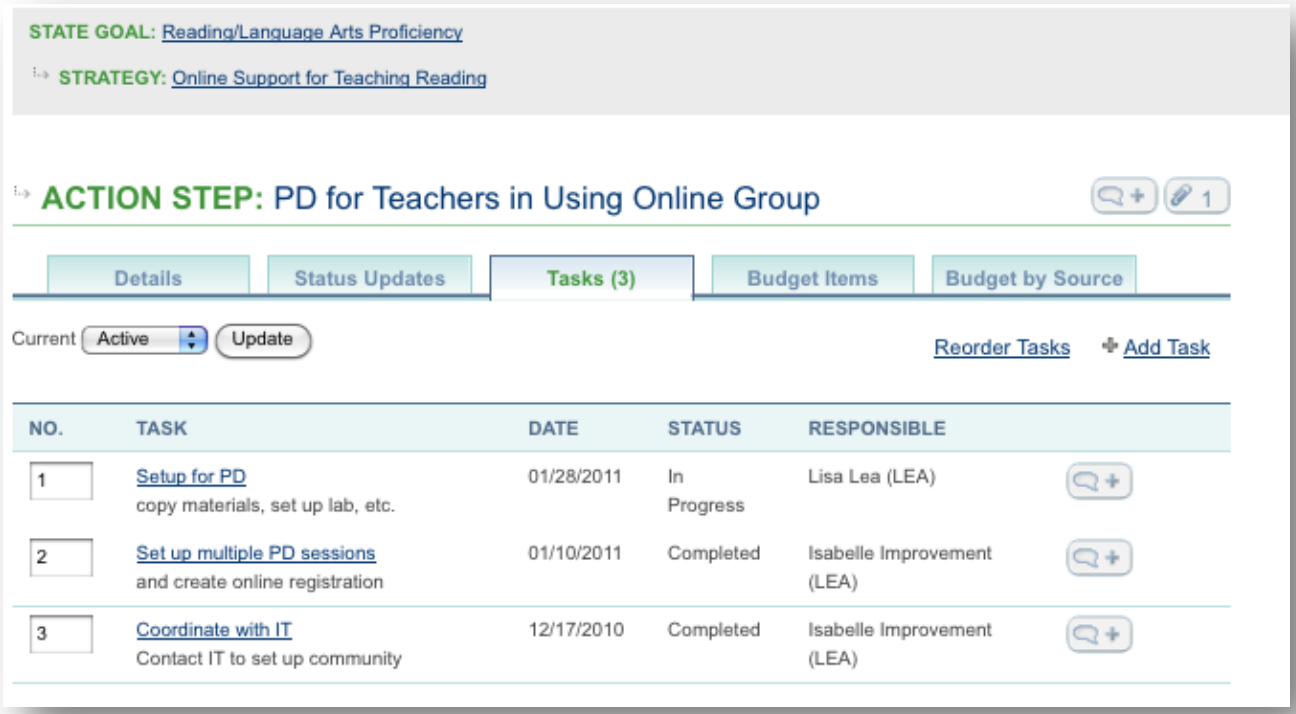
Tasks as Completed, and recording Actual Budged amounts spent. The default Tab shows Details of the Action Step content: Description, Start and End dates, Person Responsible, assigned Tags, etc. The Edit button shows the Action Step entry screen and allows you to change any information.

Status Updates

Status Updates and Notes are intended not only to report on progress toward completion of the Plan, but also to provide a thoughtful review of the effect of Actions taken, and any adjustments recommended to accomplish the Goals. Describing in detail what has been done, what the effects have been, and what will be done next will strengthen your Plan. Status Notes may be up to 255 characters in length. To add lengthier comments, use the Comment box or add an Attachment, and note in the Status Update where to look for additional information.

Tasks

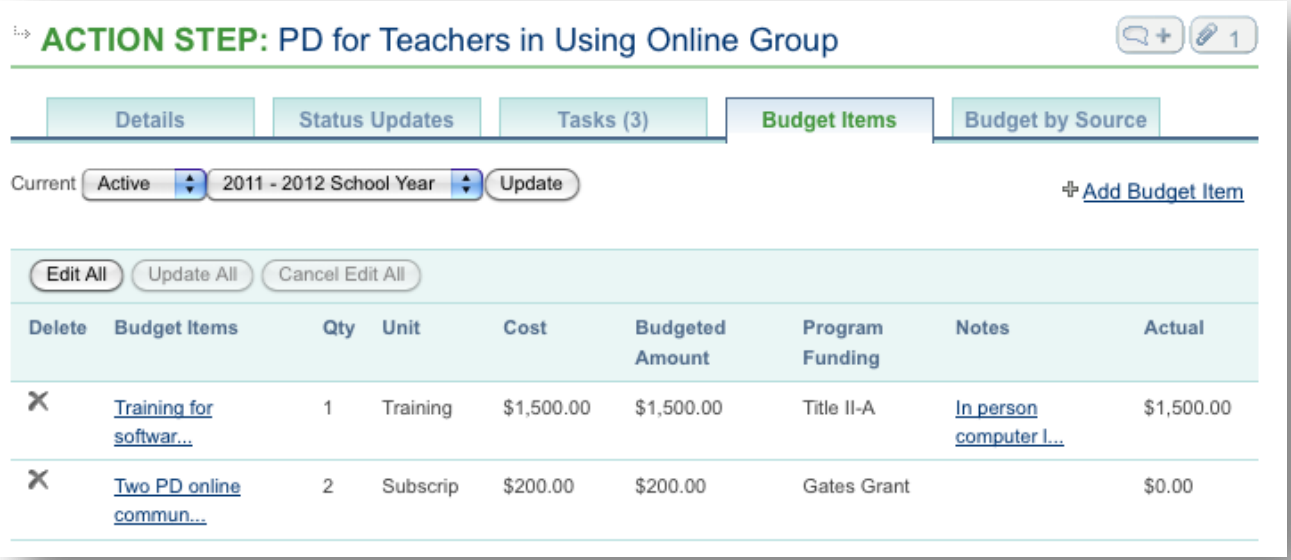
Once an Action Step is created, you may want to break it up into more granular specific activities. Although Tasks are optional, you may find them helpful to keep track of who is responsible for each part of the Action Step implementation. Tasks appear in the Plan Overview with their due dates to help keep you on target for implementing your Plan. Task descriptions may be up to 255 characters.



Action Step Budget Items

NOTE: Before you can add Budget Items to Action Steps, your plan Administrator must add Funding Sources and Allocations to the overall plan Budget. (See page 8.) The Plan Budget section provides an area where you can review all available funds that you will use to complete your Plan.

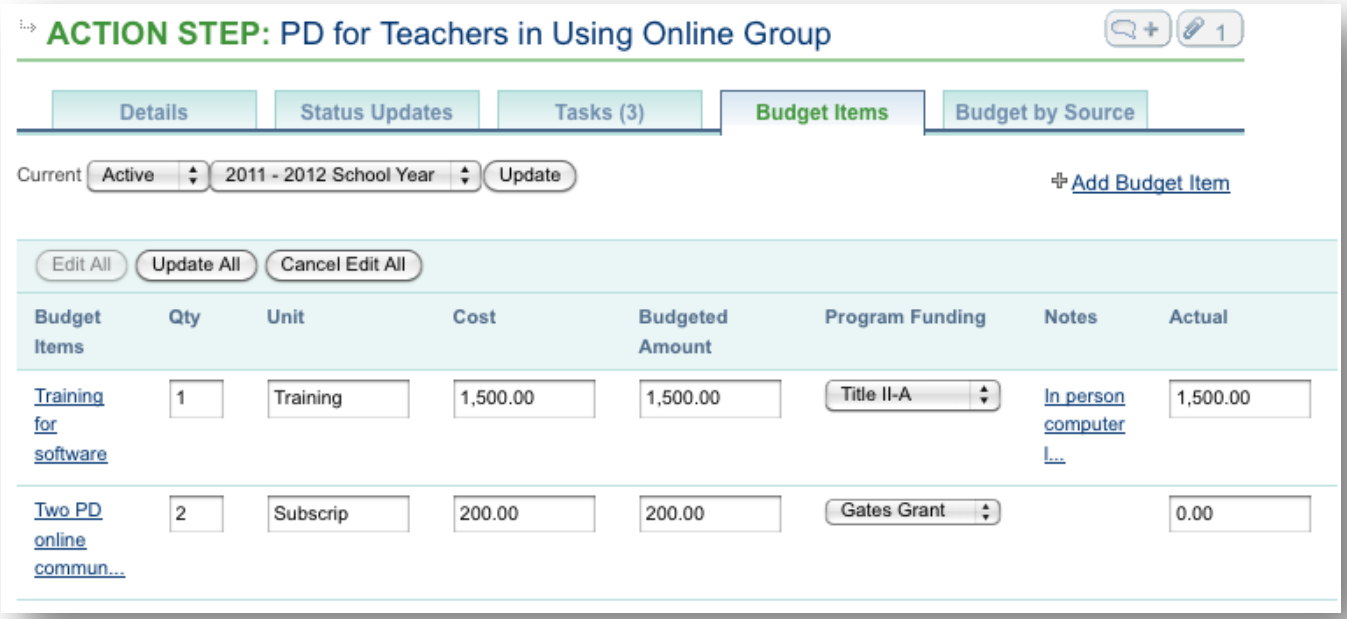
If your Action Step is checked as Requires Funding, you can use Budget Items to itemize costs, and indicate from which funding source the money will be applied. The Budget Items tab displays



all amounts and funding sources already assigned to an Action Step.

Starting with Version 2.6, Tracker filters Budget Items by School Year in all cases. The School Year for a Budget Item is determined by its Funding Source. You may use the School Year filter to view records from previous years.

To edit all Budget Items for an Action Step simultaneously, click on Edit All. The table will allow you to change the Quantity, Unit, Cost, Budgeted Amount, Source, or Actual amount of any or all items. Click Update All to save your changes. You may edit a single Budget Item by clicking on the Title in the first column.



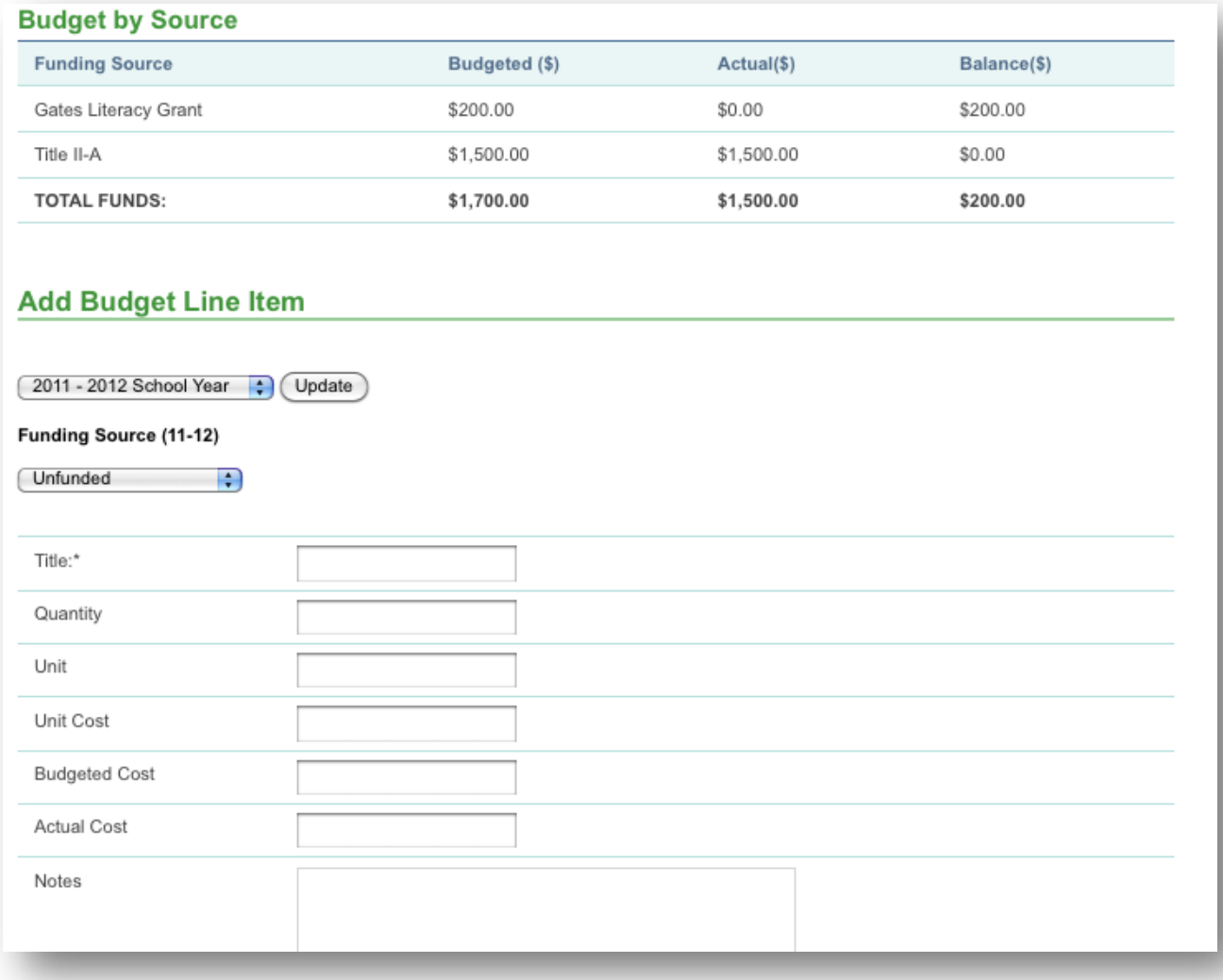
To Add a Budget Line Item, click **Add Budget Item**.

The Budget Item entry page displays a Budget by Source table of funds already allocated to this Action Step to help you determine where to pull the funding for your new Budget Item.

The Budgeted Amount may be derived in one of two ways. Either enter the Quantity and Unit Cost (Budgeted Cost will be calculated) or just enter a Budgeted Cost (no Quantity or Unit information.) The Budgeted and Actual amounts will appear on your Action Step Overview, and the total amounts allocated for all Action Steps will roll up to the Strategy and Goal levels of your Plan. Click Submit to return to the Action Step page, or Save and Add Another to reflect additional expenses for this step.

You are not required to assign a funding stream to Budget Items at this point. This is particularly helpful as you are developing your budget for the new year. Unfunded items are easily identified at any time from the Plan Budget page, described below.

Enter the information and save the record to add it to the Action Step.



Budget by Source

Funding Source	Budgeted ($)	Actual($)	Balance($)
Gates Literacy Grant	$200.00	$0.00	$200.00
Title II-A	$1,500.00	$1,500.00	$0.00
TOTAL FUNDS:	**$1,700.00**	**$1,500.00**	**$200.00**

Add Budget Line Item

2011 - 2012 School Year | Update

Funding Source (11-12)

Unfunded

Title:*

Quantity

Unit

Unit Cost

Budgeted Cost

Actual Cost

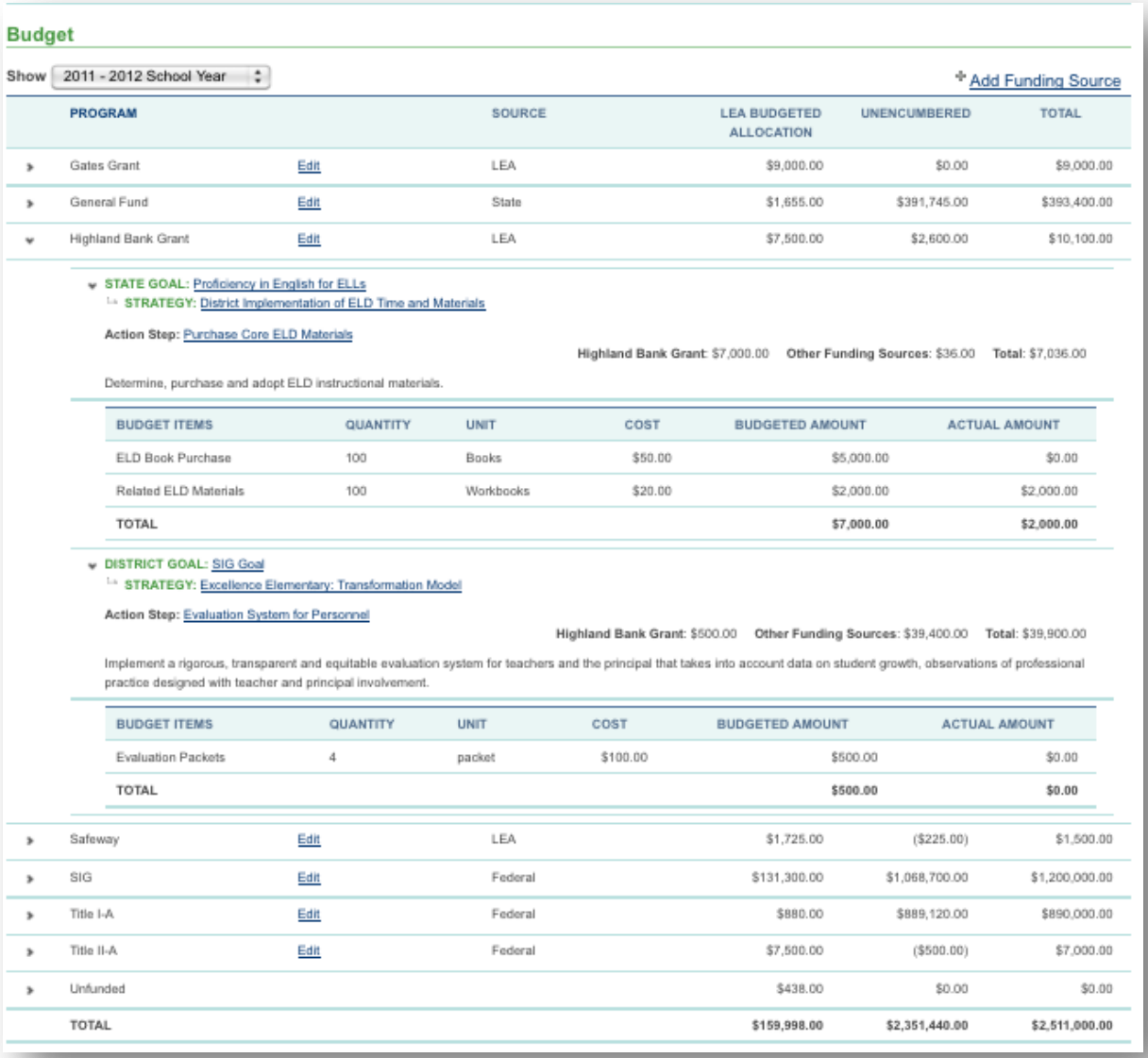
Notes

Plan Budget Page

The Plan Budget page is a funding summary for your entire plan. To view this page, click the Budget link at the top of any page of your plan. You will see a list of all funding streams in the selected year, their Source (Federal, State, LEA), the Budgeted Allocation (assigned to Budget Items), Unencumbered amount, and Total. All amounts are updated immediately when you make changes anywhere in the plan.

To view detailed expenditures for a particular Funding Source, click the arrow next to the Source to roll-out related Action Steps and Budget Items. You can also see if multiple Funding Sources

are assigned to a specific Action Step. Please note that an Action Step may appear on the Plan Budget page more than once if it contains Budget Items from multiple Funding Sources.



Budget

Show 2011 - 2012 School Year — Add Funding Source

	PROGRAM		SOURCE	LEA BUDGETED ALLOCATION	UNENCUMBERED	TOTAL
▸	Gates Grant	Edit	LEA	$9,000.00	$0.00	$9,000.00
▸	General Fund	Edit	State	$1,655.00	$391,745.00	$393,400.00
▾	Highland Bank Grant	Edit	LEA	$7,500.00	$2,600.00	$10,100.00

▾ STATE GOAL: Proficiency in English for ELLs
└ STRATEGY: District Implementation of ELD Time and Materials

Action Step: Purchase Core ELD Materials

Highland Bank Grant: $7,000.00 **Other Funding Sources**: $36.00 **Total**: $7,036.00

Determine, purchase and adopt ELD instructional materials.

BUDGET ITEMS	QUANTITY	UNIT	COST	BUDGETED AMOUNT	ACTUAL AMOUNT
ELD Book Purchase	100	Books	$50.00	$5,000.00	$0.00
Related ELD Materials	100	Workbooks	$20.00	$2,000.00	$2,000.00
TOTAL				**$7,000.00**	**$2,000.00**

▾ DISTRICT GOAL: SIG Goal
└ STRATEGY: Excellence Elementary: Transformation Model

Action Step: Evaluation System for Personnel

Highland Bank Grant: $500.00 **Other Funding Sources**: $39,400.00 **Total**: $39,900.00

Implement a rigorous, transparent and equitable evaluation system for teachers and the principal that takes into account data on student growth, observations of professional practice designed with teacher and principal involvement.

BUDGET ITEMS	QUANTITY	UNIT	COST	BUDGETED AMOUNT	ACTUAL AMOUNT
Evaluation Packets	4	packet	$100.00	$500.00	$0.00
TOTAL				**$500.00**	**$0.00**

▸	Safeway	Edit	LEA	$1,725.00	($225.00)	$1,500.00
▸	SIG	Edit	Federal	$131,300.00	$1,068,700.00	$1,200,000.00
▸	Title I-A	Edit	Federal	$880.00	$889,120.00	$890,000.00
▸	Title II-A	Edit	Federal	$7,500.00	($500.00)	$7,000.00
▸	Unfunded			$438.00	$0.00	$0.00
	TOTAL			**$159,998.00**	**$2,351,440.00**	**$2,511,000.00**

The final line on the Plan Budget shows the Unfunded Items in your plan. This allows you to easily identify and resolve Action Steps and Budget Items that require funding. Action Steps appear as Unfunded under two circumstances:

1. The Action Step is checked as Requires Funding, but contains no Budget Items
2. The Action Step contains Budget Items that are not yet assigned a Funding Source.

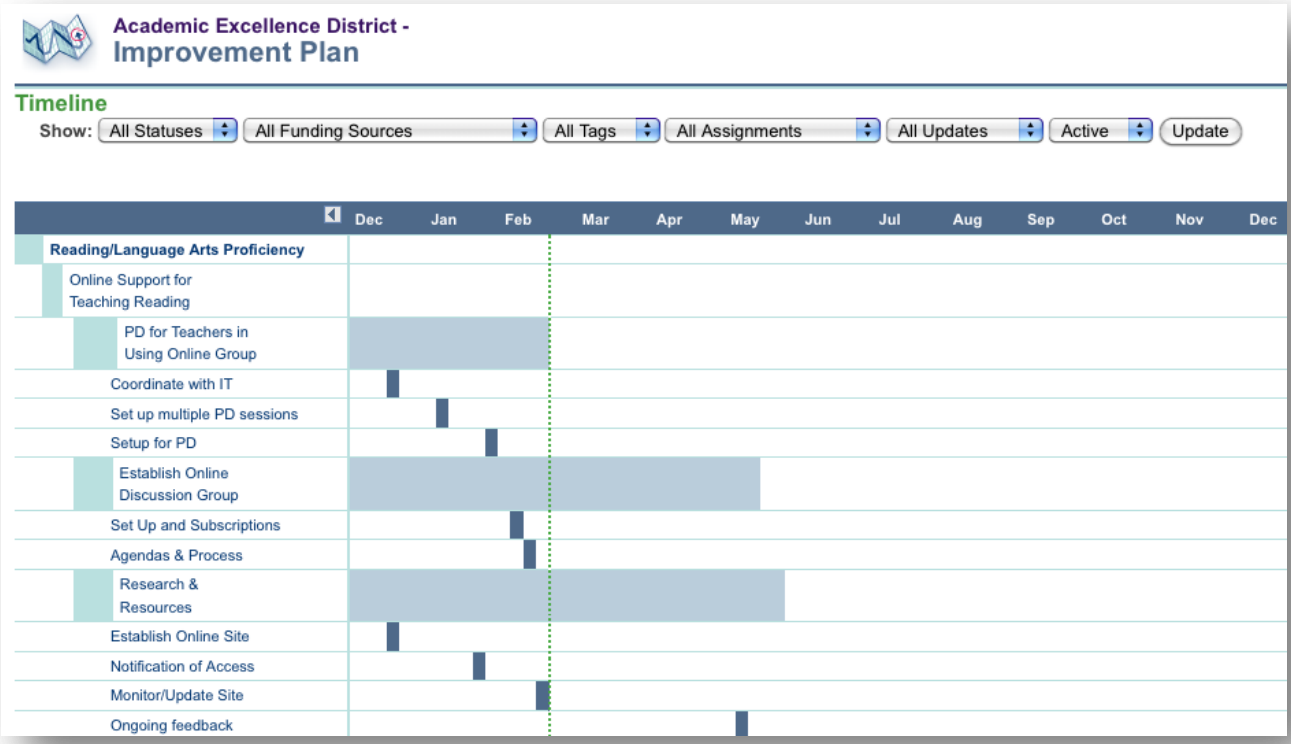
To add items or assign funding sources, click on the Action Step title to go to the Budget Items tab. Once you have determined how you will fund these items and add Funding Sources, they will move to the appropriate source in your budget.

Plan Modifications

After you finish entering your Plan, you may go back at any time to make edits to a Goal, Strategy, Action Step or Task through the Plan Overview page. You will also want to regularly Update the Status of Action Steps and Tasks, provide Actual Budget amounts, and attach relevant files to provide evidence of implementation and effectiveness.

Timeline

Once your plan is entered in Tracker, the Timeline view lets you see the distribution of Activities and provides a visual chart of what should be in progress or due throughout the year. The light blue boxes show the span of each Action Step. Dark blue lines designate Task due dates. The dotted green line is the current date. By looking across the school year, implementers can see upcoming due dates, and make sure the distribution of activities is reasonable. The titles of the Action Steps and Tasks are linked to those content pages in Tracker, allowing quick adjustment of due dates, if necessary.



The Timeline may also be filtered by any of the available Plan Overview filters. Users can view just the activities they are responsible for, or view by Tags or Funding Sources.

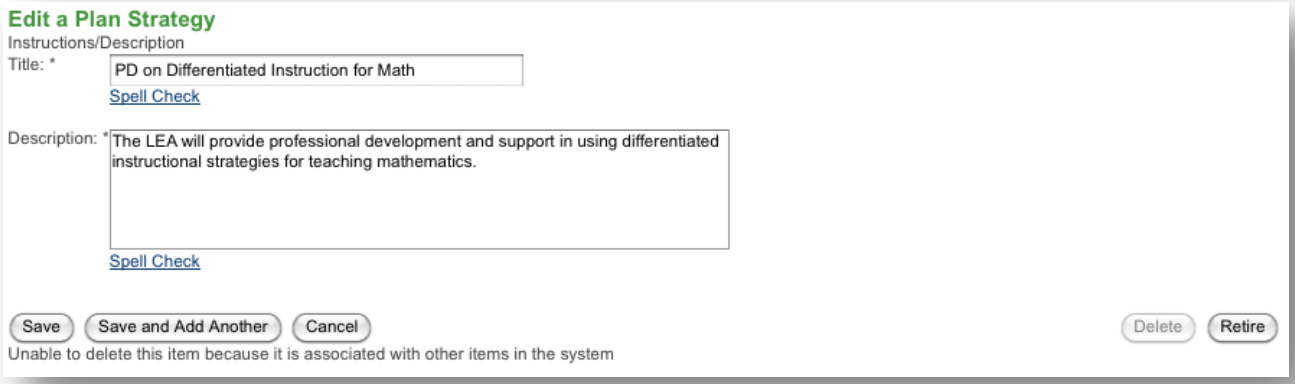
Implementation Checklist

The status note histories of all action steps are shown in the Implementation Checklist report. This can be a useful report for the Implementation Team to keep track of progress, or to show to Stakeholders who want to see what steps the school has taken toward improvement.

Retiring Plan Elements

Your Tracker Plan is a continuous action plan. Some Goals, Strategies and Action Steps may be carried over year to year, some may be completed or no longer valid. Once a plan element is no longer a current reflection of your year's work, you may wish to "Retire" it from view in your ongoing plan. Any element added by the LEA or school may be retired. (State auto-assigned Goals may only be retired by the SEA.) Retiring any element automatically retires everything below it in the Plan: Retiring a Goal also retires all associated Strategies, Action Steps and Tasks. Retiring an Action Step also retires its Tasks, but leaves the associated Strategy and Goal unchanged. Once an element is Retired, it may be viewed by selecting the Show Retired filter at the top of the plan. Any retired element may also be re-activated and brought back into the current plan, along with all of the retired elements below it.

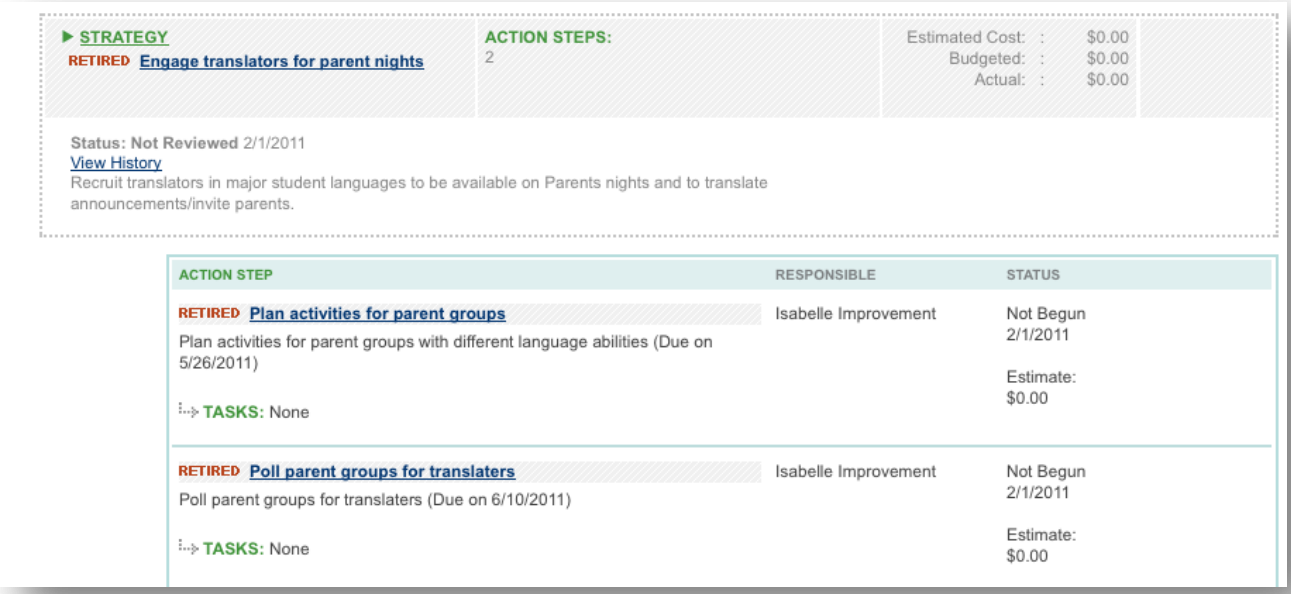
To retire a plan element, click on the title to go to the edit page. You will see the Retire button to



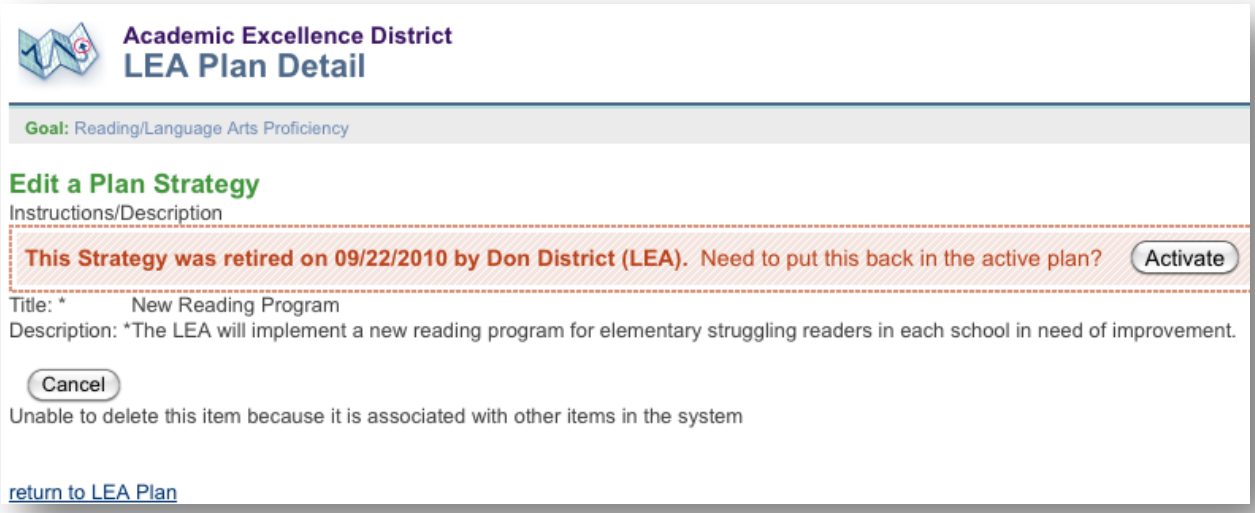
the far right of the Save and Cancel buttons.

After you confirm that you want to retire the element, it will be removed from the active plan view.

To Re-Activate retired elements, select Retired from the Active/Retired filter list at the top of the plan and click Update. You will see all retired elements.



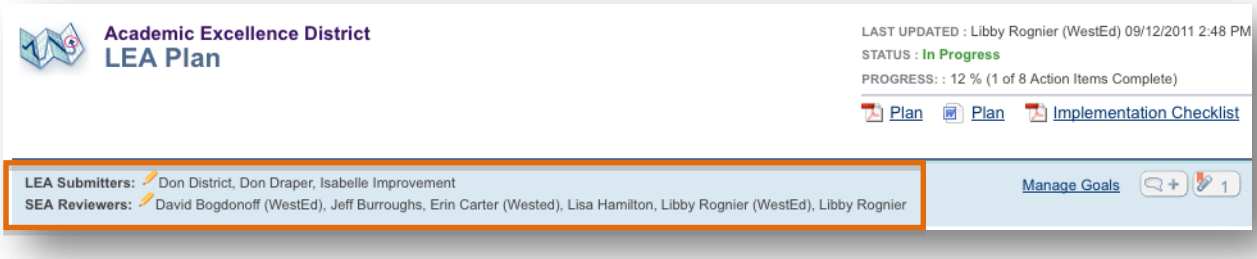
Select the title of the element you wish to re-activate to go to the edit page. You will see a history of who retired the item and the date it was retired. Click on the Activate button to place the element back into your current, active Plan. Any associated elements that were retired with this item will also be activated. You may retire them individually, if you don't want them in your active plan.



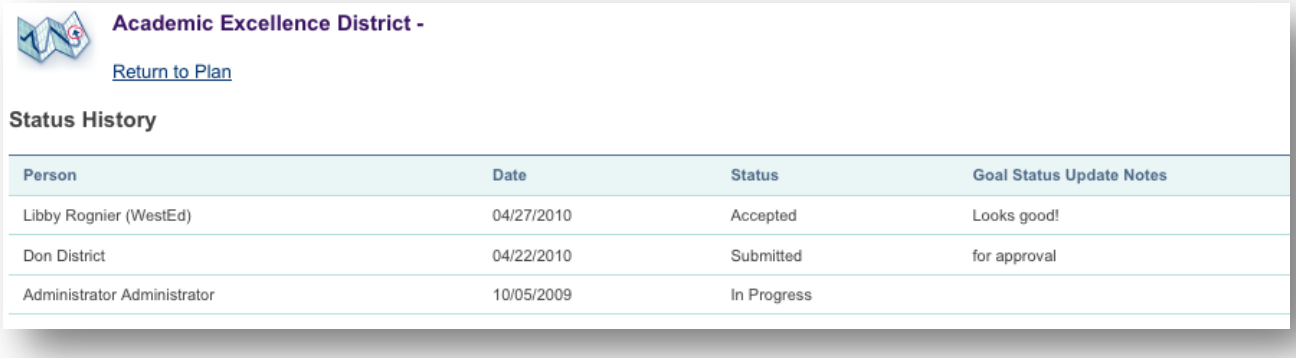
Once you return to your Plan, change the filter back to Active to see that the element has been restored to Active status. The Active view of the plan is the default view, which you will see each time you login to your plan.

Submitting LEA Goals for SEA Review (not applicable in all states)

If your state has required Goals that are submitted for Review by the SEA, you will see the assigned LEA Submitters and SEA Reviewers listed at the top of your Plan Overview. LEA Administrators may click on the pencil icon next to the LEA Submitters to designate new submitters. (SEA Reviewers are set by the SEA.)

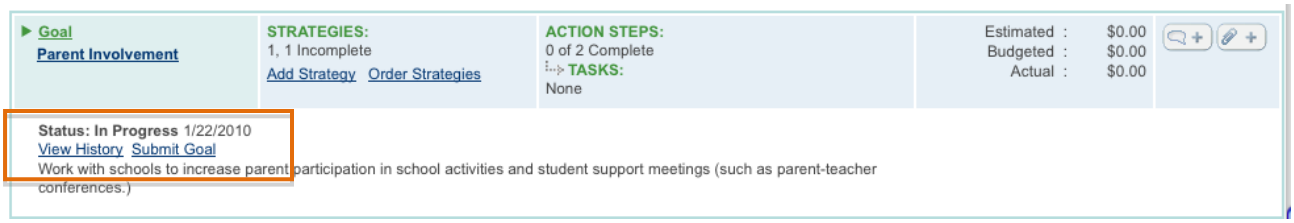


Above each Goal Description is a Status indicator for that Goal. (All Goals are initially marked as "In Progress.") The View History link allows you to see a record of any status changes, including



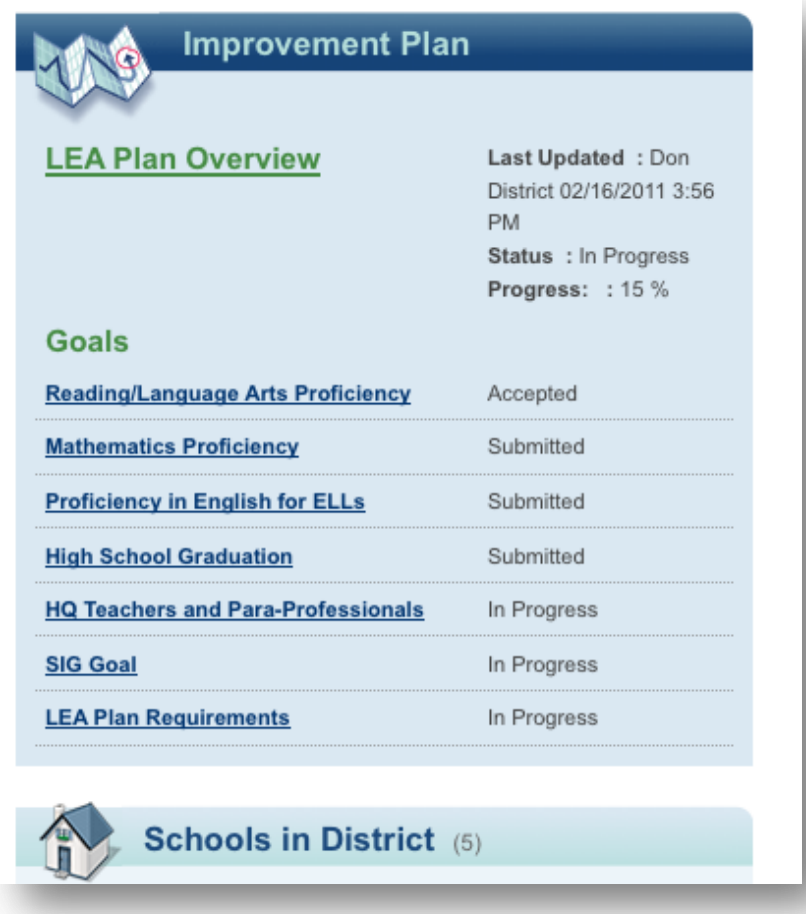
who made the change and the date, as well as any Notes about the status change.

If you are a designated Submitter for your LEA, you will also see a Submit Goal link for all In Progress Goals. Click on this link to change the Status of your Goal to Submitted, and add a Goal Status Update Note to the SEA Reviewer. You will also see the Status History on the Submit page.



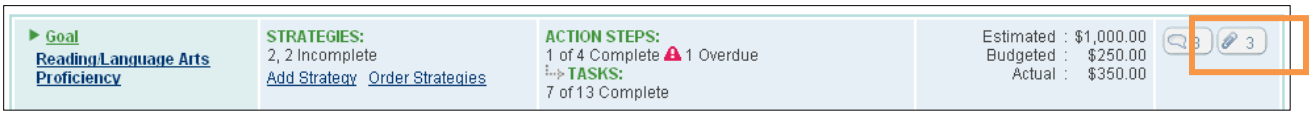
Once your Goal has been Submitted, your SEA Reviewer(s) will receive an email telling them it's ready for Review. After review, you will receive an email once it is either Accepted or marked Needs Further Action, and the new Status will appear on the Plan Overview. If the Goal is Accepted, the Submit Goal link will disappear. If it Needs Further Action, the Submit link will be reactivated.

The Status of each Goal also appears on your LEA Overview page. You may click on the Title of the Goal on the LEA Overview to go directly to that portion of your LEA Plan.

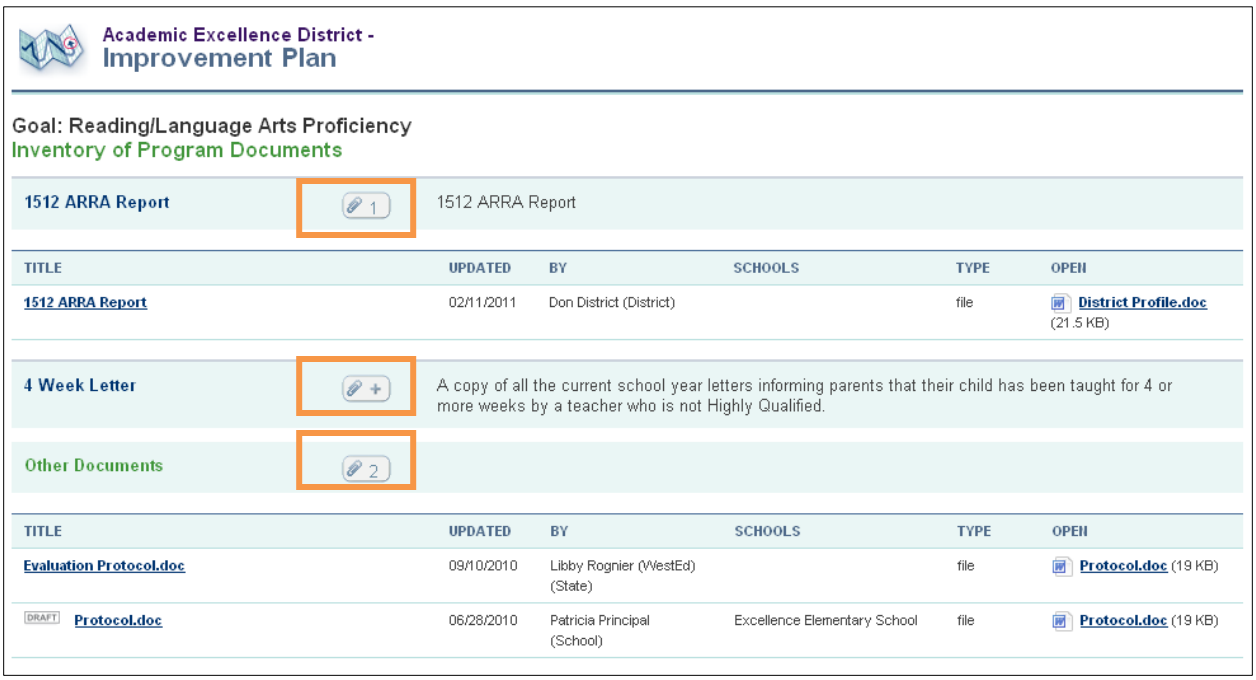


Attaching Documents

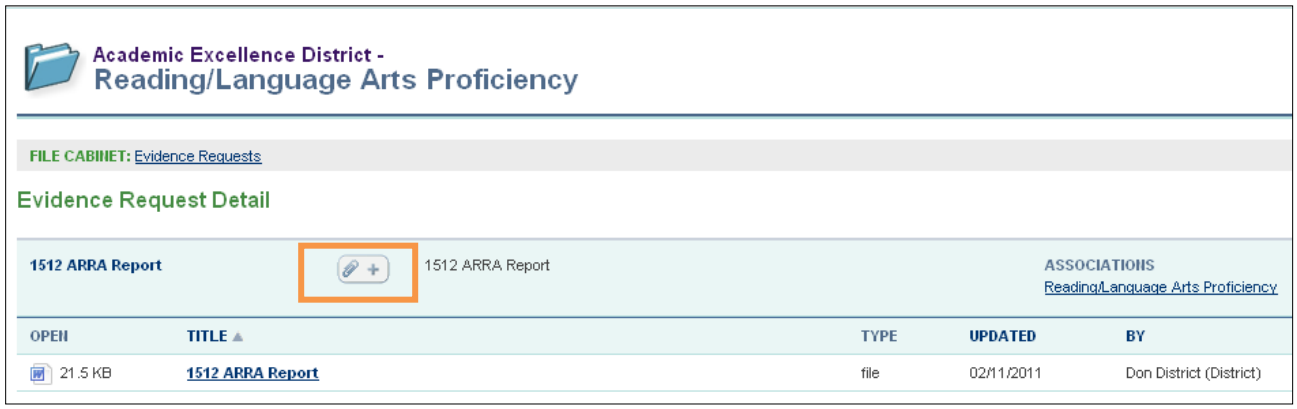
Wherever you see the paper clip document icon in the plan, you may access documents you have uploaded and/or attach a new document. If a plan component has documents already, a number will appear next to the document icon. Click the Attach Document button to begin.



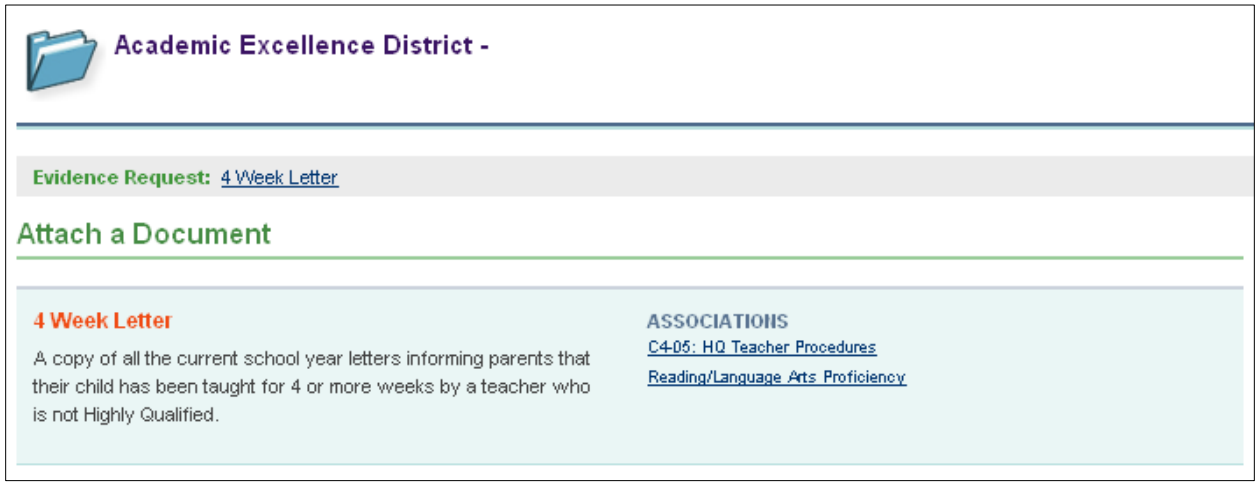
If documents have already been added to that area, they will appear on the next screen. If the Plan area has evidence requests, these will be shown. If you would like to add a document, click the **Attach Document** button next to either the evidence request or the **Other Documents** option.



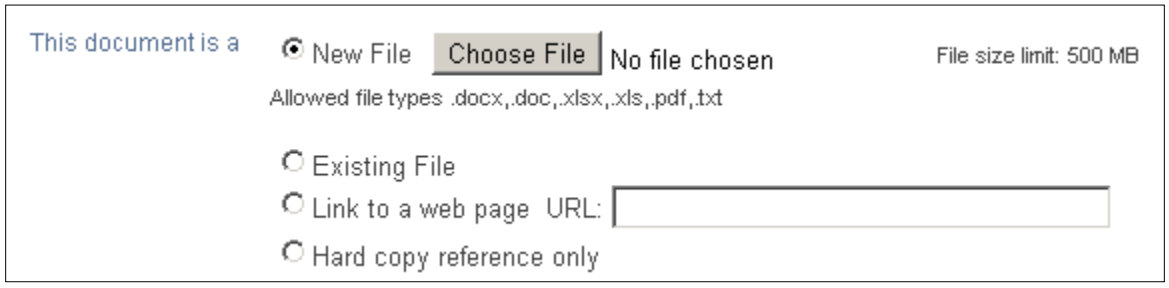
If attaching documents to a specific evidence request where documents have already been uploaded, you will first go the evidence request page showing description/instruction for the requested document and a list of all areas of both planning and monitoring where that request is made. All documents previously uploaded for the request will appear below. To upload additional documents, click the Attach Document button.



If uploading a document for a specific evidence request, the Attach a Document screen will display the evidence request name and description as well as all areas of planning and monitoring where the request is made.



The Attach a Document screen provides four ways to add documents to the plan.



Add a **New File** by browsing your computer and selecting the file to add. Provide a Title and Description. The default for the Title is the file name but you may uncheck this to create your own. Be sure to include file types that are generally able to be opened on most computers: Microsoft Office applications such as Word and Excel, PDF files and text files. If you have files in a software format not available to most users (Photoshop or design software), please convert to a PDF file.

Selecting an **Existing File** that has already been added by the LEA or School to the LEA File Cabinet or School File Cabinet. Only documents (including links and hard copy references) that have been provided by your organization will be available for selection to attach to a new item. Select Existing File, then click the Browse button. You will see a view of the entire LEA file cabinet. You may select one or multiple documents by checking the box to the left of each document title. Click the Review button at the bottom of the screen to confirm the selected documents. Then click Attach to save.

Link to a web page may be selected if your evidence is already available for download online or if your evidence is the webpage itself, such as an area of your LEA website where parent notifications are available. Add a URL, including "http://" to create the record. Provide a Title and Description of the web link.

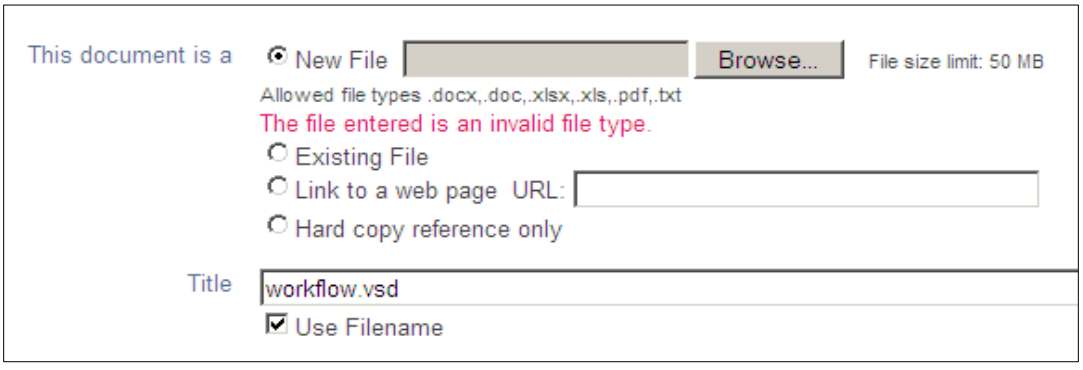
Add a **Hard copy reference only**. Select the Hard Copy Reference Only option to indicate that you are not uploading a document but have documentation for the item. You may note that the evidence is available by adding a title and checking the Hard Copy checkbox and then indicating in the Description field if the document is available for review in person (such as in the event of an onsite visit).

Here are some reasons why you might use the Hard Copy Reference option:

- It contains student-identifying or otherwise sensitive information. This type of document should not be uploaded to the system.
- It may be in progress, but not yet complete. In this case, you may include a date on which the document will be available for review.
- It may not be electronically available. Documents with signatures or other handwritten information cannot always be scanned.
- It was created by an application that is not supported by the state, such as a graphic design application or data analysis tool. In many cases, these files can be converted to or saved as a more common file type for upload (such as PDF) but if not, a hard copy reference may be used instead.

File Guidelines

Acceptable file types and sizes are displayed on the Attach Document screen for guidance. If you upload a document that falls outside the criteria displayed, an error message will result.



Draft documents

Check the Draft box if you would like to block state staff from downloading a document before it is ready for review.

Documents uploaded by School-level users will be automatically set to Draft, allowing LEA staff to review the documents and update the draft status before state staff may access the documents.

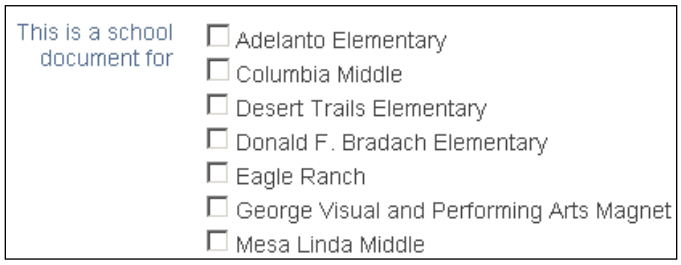
Please note that documents set as Draft (manually by LEA users or automatically for School users) will need to be individually un-checked as Draft before they may be reviewed by the state. This can require a lot of manual clean-up so it is encouraged to use the Draft status sparingly. If you have a School user who will be contributing many documents to the LEA's monitoring instruments, you may wish to set the user up as a LEA-level user instead so that Draft documents do not need to be individually updated later.

School Associations

A list of schools in the LEA appears at the bottom of the upload screen and you may create an association with a specific school site for a document that is not representative of the entire LEA. LEA users may check off one or more schools to associate with a particular document. School users may select only the school(s) they have access to and must select at least one.

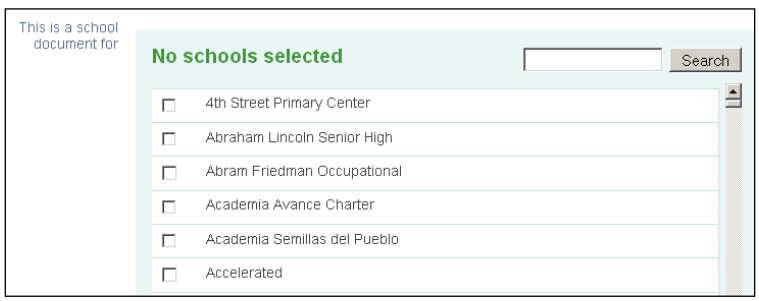
Depending on how many schools are in the LEA, you will see one of two views.

If all schools fit onto the bottom of the screen, they will all appear with checkboxes to select.



If all schools do not fit onto the bottom of the screen, the list will appear with a scroll bar and a search tool will also be provided.

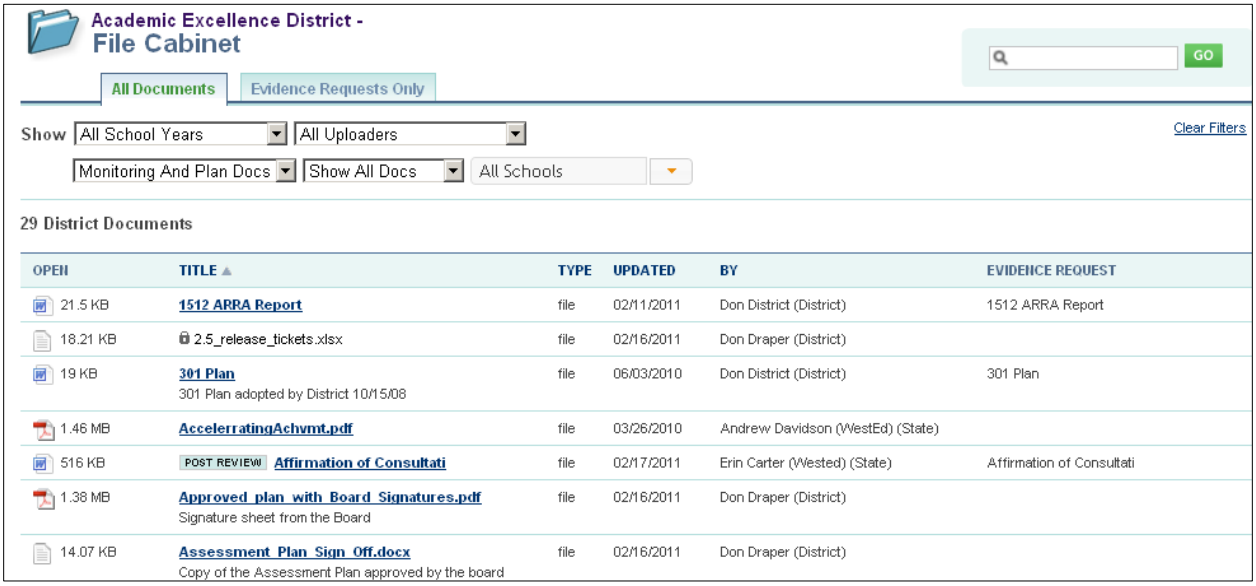
Check the box for the school(s) the document relates to.



When all fields for the Attach Document screen have been completed, click the **Attach** link at the bottom of the screen to save.

Accessing Documents

All documents uploaded to Tracker by the LEA will be contained within the File Cabinet, accessed by selecting the File Cabinet tab on the top navigation. To view specific documents for an individual plan or monitoring element, click the Attached Documents icon in that area.



The main File Cabinet has two separate views: All Documents and Evidence Requests Only. The All Documents tab has all documents currently uploaded into the file cabinet for either Plan or Monitoring activities, including specific evidence requests and files atttached to the Other Documents area. Data displayed includes:

- File size and file type icon
- Title and description
- Type
- Last Update
- Last Update By
- Evidence request name (if applicable)

You may sort the File Cabinet contents by Title, Type, Last Update or Last Update By. Click the column title to sort by that criteria. Click again to reverse the sort.

The text search will search for any words or part of word in the document Title or Description fields.

Document icons

Some documents might have icons next to the title.

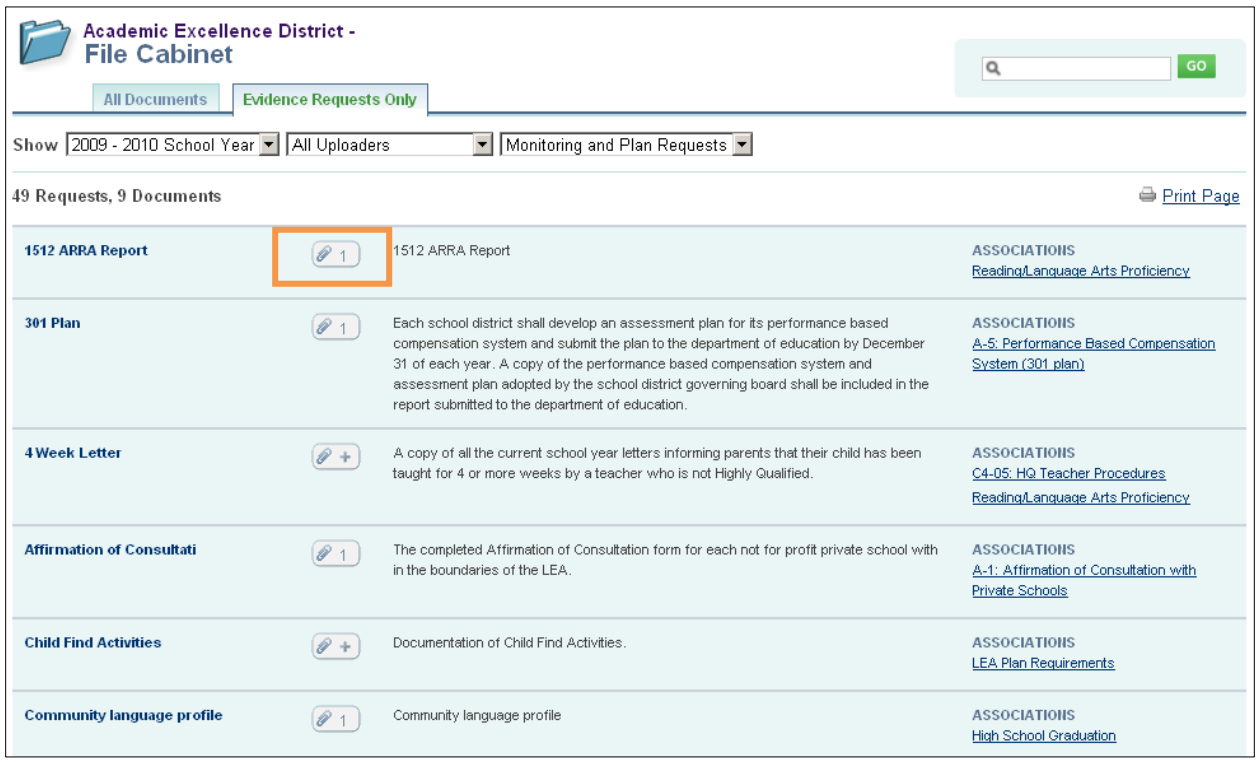
Lock icon: Documents with the Lock icon are attached to monitoring items that have been reviewed and have a status of Meets Requirements. These documents are locked from editing to provide a archive of what was used to determine compliance for that item.

Draft icon: DRAFT Documents with the Draft icon have been set to Draft mode by the uploader or document editor. State users may not download these documents.

Post Review icon: POST REVIEW Documents with the Post Review icon are documents uploaded after the instrument status has been finalized by the state reviewer. These may be documents that the LEA has uploaded to respond to state findings.

Evidence Requests

From the main File Cabinet view, the Evidence Requests tab shows all evidence requests in the system across both Plan and Monitoring activities. These include specific evidence requests for monitoring items and state goals.



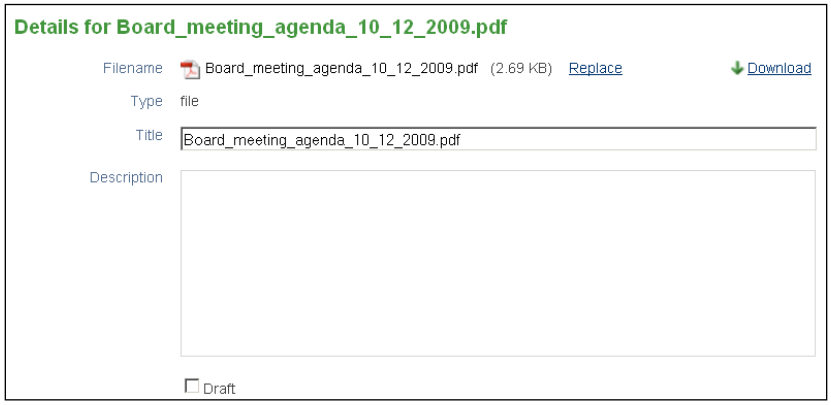
Click the document icon to access documents already uploaded for an evidence request or to upload files into an evidence request from this tab.

The Associations column of this tab shows which monitoring items or plan goals the request is attached to. You may click the link to go to that monitoring item or that plan goal.

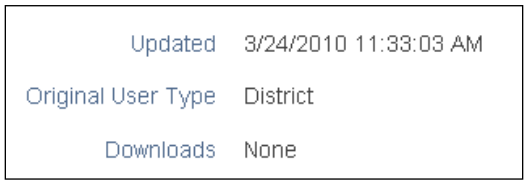
Editing and Deleting Documents

From the File Cabinet view, click the **Title** of a document to view the Edit form. You may update a file if you have a new version by clicking the **Replace** link. Browse and locate the new document for upload. You may also edit a URL provided for a Web Link.

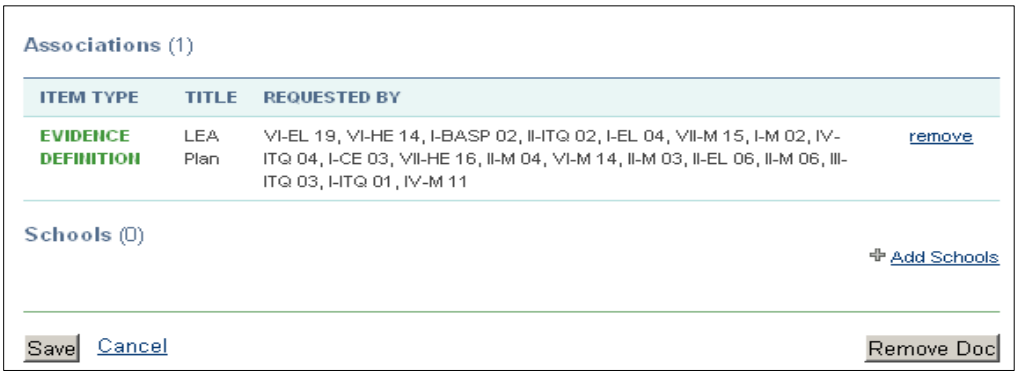
You may change the Title, Description and Draft status on this screen.



Below this section is some information about the document, including last update date/time, the type of user who uploaded the document and the number of times that the document was downloaded by any type of user (school, LEA or state).



In the Associations section, you may view the document's associations: with Plan Goals, Monitoring Items or Evidence Requests. You may remove a document's association with a Goal or Monitoring Item by clicking the **remove** link next to the element. This removes the document association with that component but not from the file cabinet.



You may also add or remove school associations in the Schools section.

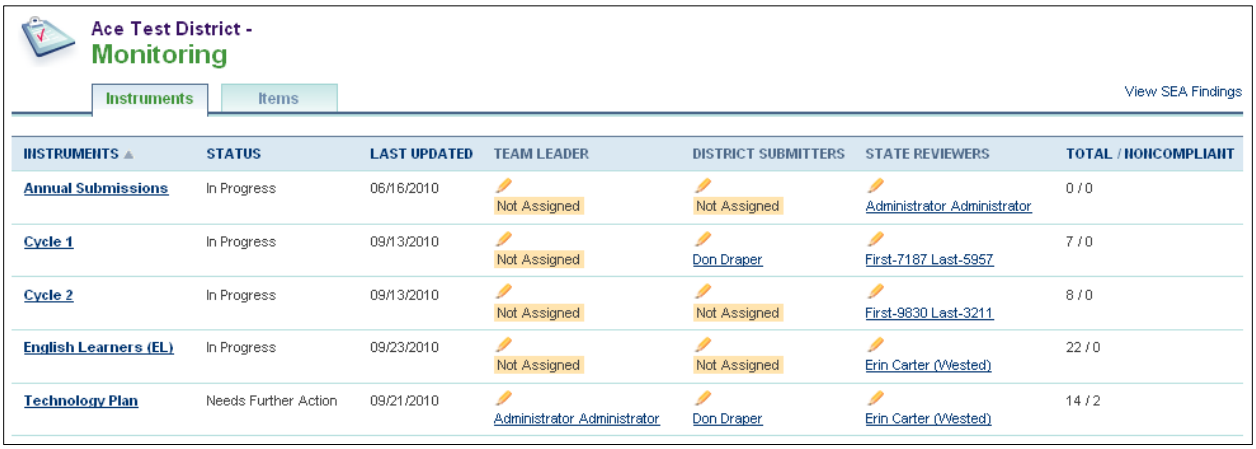
To save any updates, click the **Save** button at the bottom of the screen.

To delete the entire record, click the **Remove Doc** button at the bottom of the screen.

Monitoring Overview

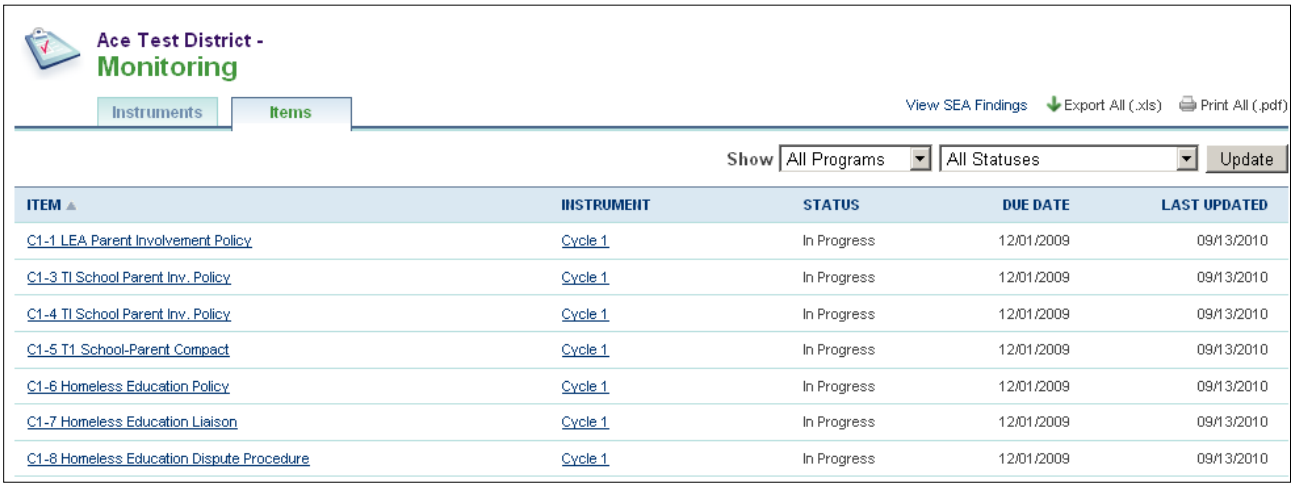
For each monitoring item, you may enter a status and comments for a self-review, and upload the evidence you are providing to the state. The status and comments may be used for internal communication by LEA staff until the conclusion of the onsite visit, at which point it is available to the state. You may access the monitoring instruments associated with your LEA from either the LEA Overview or Monitoring tabs at the top of the main navigation.

Select the **Monitoring** tab to view a summary of all instruments and items associated with your LEA. The Instruments tab displays a list of the instruments the LEA is participating in and their statuses. The last time the instrument was updated on Tracker by any LEA user also appears. The instrument's Team Leader, LEA Submitters and State Reviewers are listed. If any monitoring roles remain unassigned, they will be highlighted if you have access to edit them. The total number of instrument items and how many items a LEA user has designated as not meeting requirements appears on the right.



To view the Instrument Overview for an instrument, select the Instrument name on this page or on the LEA Overview screen.

The Items tab shows all monitoring items currently assigned to the LEA. You may sort by a particular program or item status, such as filtering to show only non-compliant items. Click the item name to go to the item response page.



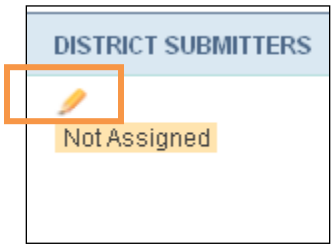
Assigning LEA Submitters (LEA Admin only)

The Team Leader, State Reviewers and LEA Submitters are assigned to each instrument for a LEA.

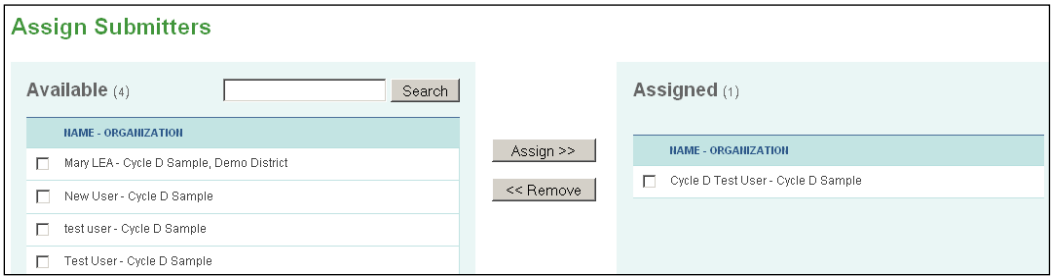
Your Team Leader is the primary contact for onsite-related questions and issues. State Reviewer(s) are assigned to individual instruments, and may review instrument information before or during the onsite visit. State Reviewers determine whether the evidence presented for review meet requirements for the item. Although all state users may view your monitoring information, the state reviewers perform the actual review and enter findings.

All LEA users are allowed to make changes to the instrument and upload evidence. The LEA Submitter(s) determine when the instrument evidence is complete, and submits the instrument for state review. They are assigned by a LEA administrative user.

Your assigned instruments appear on the Monitoring Overview screen, with Team Leaders, State Reviewers and LEA Submitters designated. If no one has been assigned to a role, "Not Assigned" will appear. Click the edit icon to change the LEA assignment for that instrument.



A list of all LEA users will appear on the left side of the screen in the Available section. Select any number of users and click the **Assign** button in the middle to add them as Submitters.



To remove an assignment, uncheck the box next to the user's name in the Assigned section and click the **Remove** button.

Monitoring assignments may also be made on the Instrument Overview screen or on a user's account in User Management.

Instrument Overview

The Instrument Lifecycle

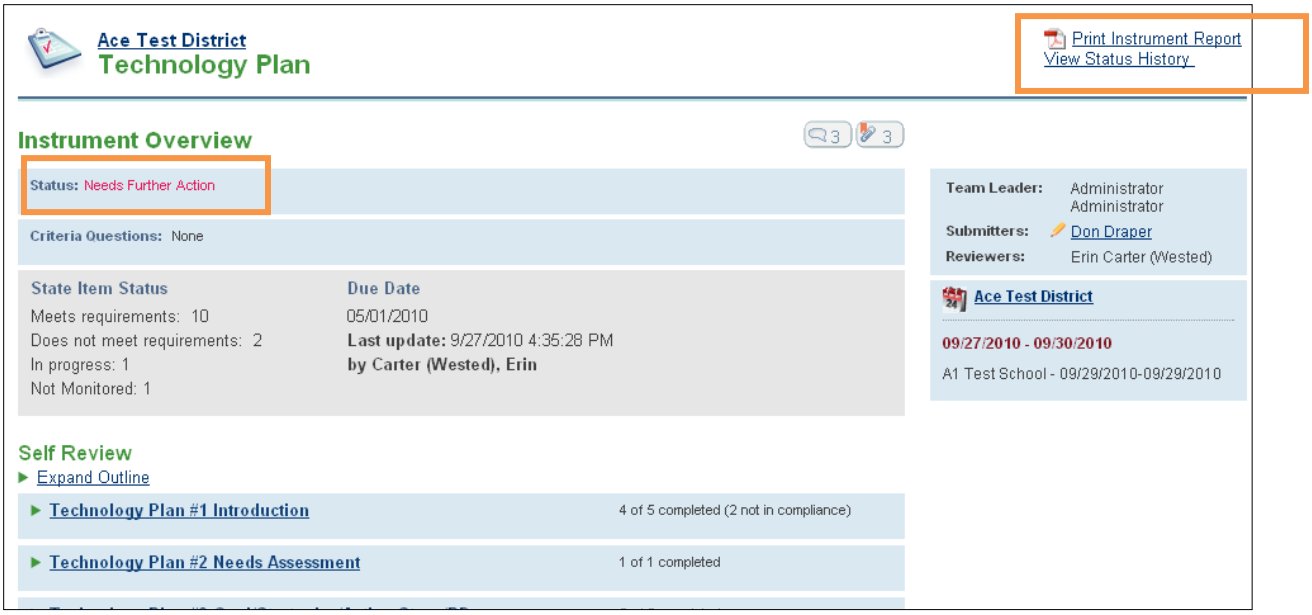
The overall status of the instrument may be viewed in three places: the LEA Overview, the Monitoring Overview, and each Monitoring Instrument Overview.

Here is a summary of the Instrument status values and their meaning.

- **In Progress** is the starting state of the instrument for the LEA. LEA users may upload evidence, enter item comments, and change item status values as needed. Although State users may see your progress during this working period, they

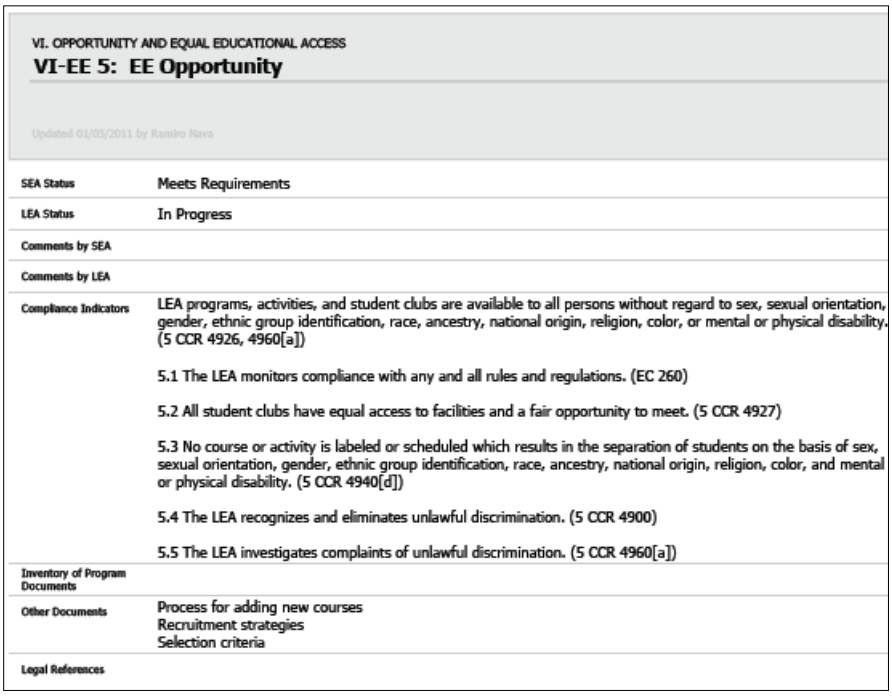
cannot make final determinations, and understand that the LEA may change any of the evidence or item entries.

- **Submitted** indicates that the LEA has finished uploading evidence and making item entries.
- **Received** is the status in which the state will do its review work. State users will review evidence, make findings, and determine item status before and during the onsite visit. State user may also contact the LEA for evidence clarification or additional evidence as needed. LEA users may continue to upload evidence and change items, but these actions may trigger e-mail notifications to state staff.
- **Needs Further Action** is one outcome of the onsite visit. This status indicates that the instrument contains items that do not meet requirements, and triggers the due date for LEA response. The LEA may continue to modify and upload evidence for items with a status of 'Does Not Meet Requirements.' All other items are locked from further changes.
- **Accepted** indicates that the state is finished with all work on the instrument and does not expect any further action from the LEA.



The Instrument Overview displays the counts of items by status for the LEA's self review. The due date for the instrument is shown, as well as the last date the instrument was updated by a LEA user and their name.

You may print an **Instrument Report** by clicking the link at the top right of the screen. The report contains information about the instrument—including the content of the item indicators, the evidence guidance, and legal citations—as well as a count of documents and comments in each monitoring item. The LEA's self-review item statuses and comments will appear while the instrument is still In Progress or Received. After a state review of the instrument, the LEA will also see the state review status of each item and any findings that have been written.



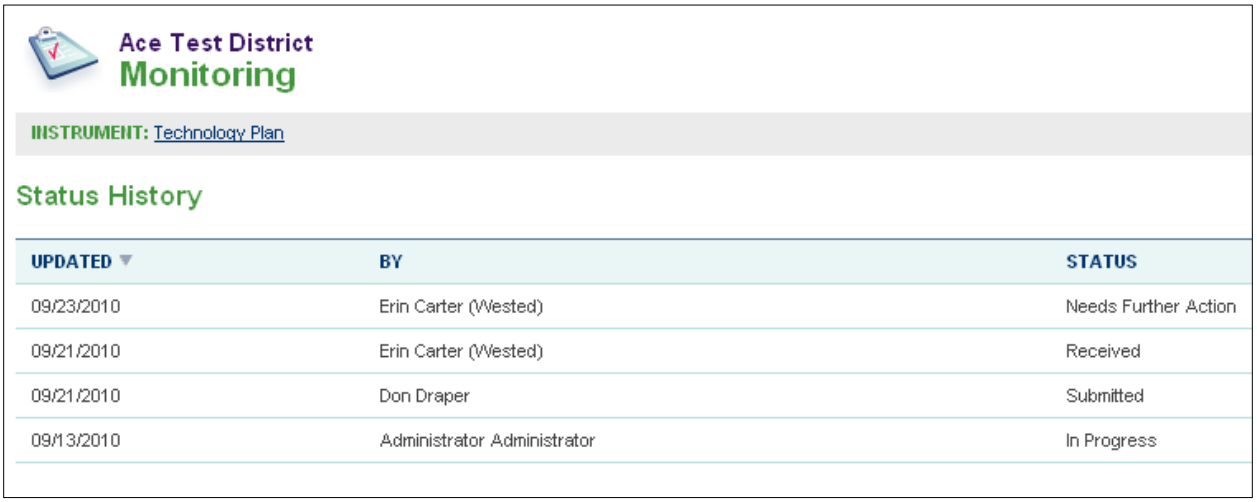
VI. OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

VI-EE 5: EE Opportunity

Updated 01/05/2011 by Ramiro Nava

SEA Status	Meets Requirements
LEA Status	In Progress
Comments by SEA	
Comments by LEA	
Compliance Indicators	LEA programs, activities, and student clubs are available to all persons without regard to sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability. (5 CCR 4926, 4960[a]) 5.1 The LEA monitors compliance with any and all rules and regulations. (EC 260) 5.2 All student clubs have equal access to facilities and a fair opportunity to meet. (5 CCR 4927) 5.3 No course or activity is labeled or scheduled which results in the separation of students on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, and mental or physical disability. (5 CCR 4940[d]) 5.4 The LEA recognizes and eliminates unlawful discrimination. (5 CCR 4900) 5.5 The LEA investigates complaints of unlawful discrimination. (5 CCR 4960[a])
Inventory of Program Documents	
Other Documents	Process for adding new courses Recruitment strategies Selection criteria
Legal References	

You may view the status history of the Instrument by clicking the **View Status History** link below the Instrument Report PDF. This will show all of the instrument status updates, when they were made and by who.



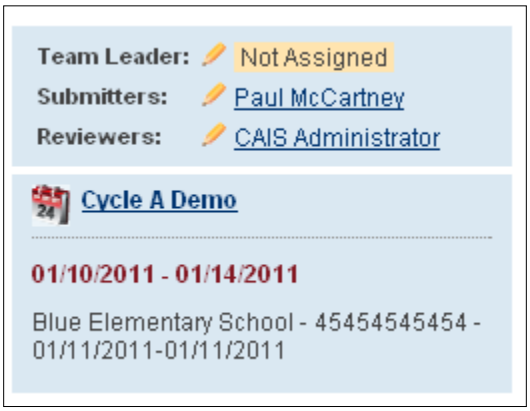
Ace Test District
Monitoring

INSTRUMENT: Technology Plan

Status History

UPDATED	BY	STATUS
09/23/2010	Erin Carter (Wested)	Needs Further Action
09/21/2010	Erin Carter (Wested)	Received
09/21/2010	Don Draper	Submitted
09/13/2010	Administrator Administrator	In Progress

If the instrument is part of an onsite review, information about the onsite review is listed on the Instrument Overview screen. Any sites that are being reviewed for that instrument will appear with their review date(s).

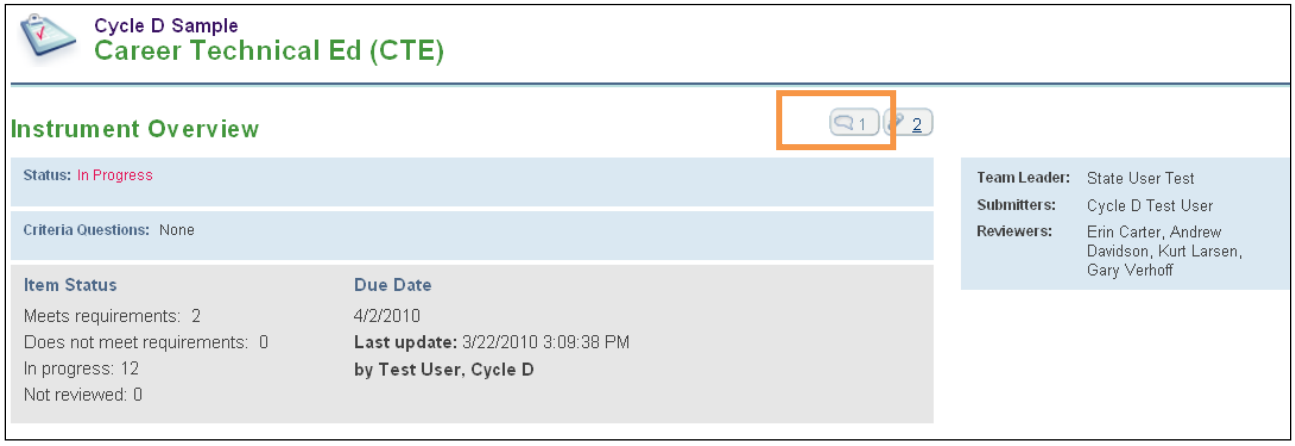


Submitting Your Evidence to the State

When the LEA is satisfied that the evidence is complete for an instrument, an authorized user may submit the instrument to the state for review. This changes the instrument status to 'Submitted,' and allows the state to begin their review. You may continue working on the instrument in this status. The current deadline for submission will be communicated to you but you may submit an instrument at any time. We recommend that you submit your instruments as they are completed rather than waiting for the due date to submit them all. This will give state staff more time to review the information and provide feedback before an onsite visit.

Responding to Monitoring Items

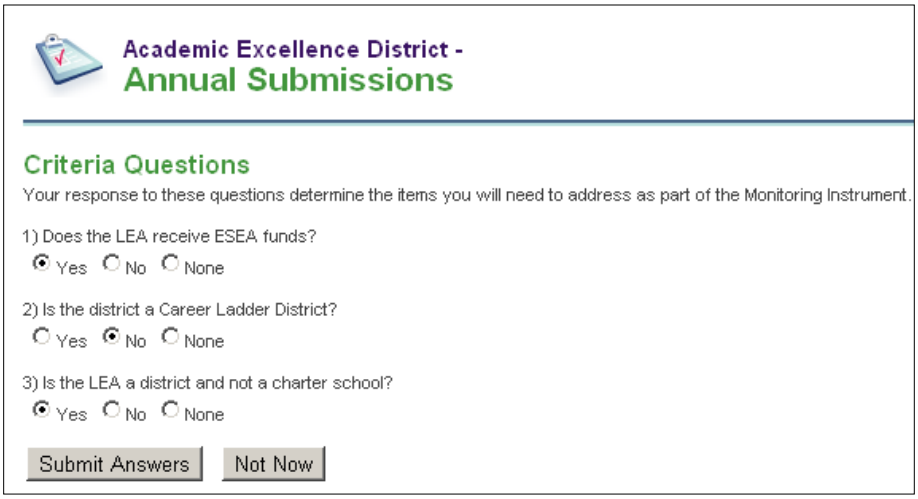
The first step in monitoring navigation is to select an instrument from either the LEA Overview screen or the Monitoring tab. You will navigate to the Instrument Overview screen for the selected instrument. The top of the Instrument Overview screen contains information about the instrument's status, monitoring role assignments and item statuses, as well as last update and due date information. You may add comments on the Instrument Overview screen specific to the instrument as a whole by clicking the comment icon at the top of the screen.



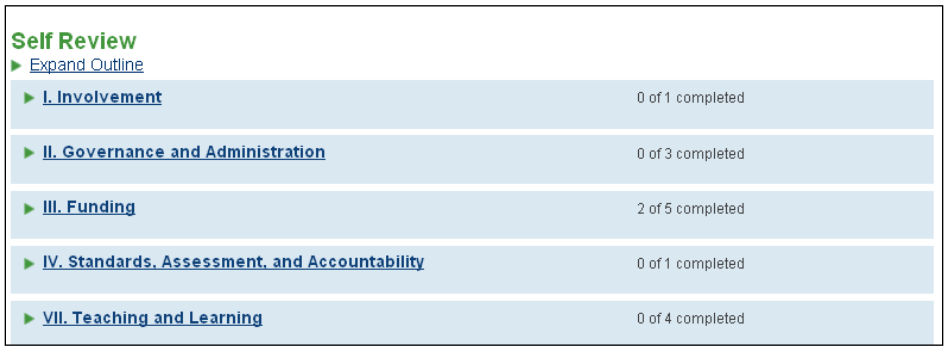
Criteria Questions

Criteria Questions may be asked as the beginning of working on a Monitoring instrument. Criteria Questions are Yes/No questions asked to determine the applicability of certain Monitoring items. If a Monitoring Item has Criteria Questions applied to it and the LEA answers "No" to those questions, the item will be removed and the LEA will not have to respond to that item.

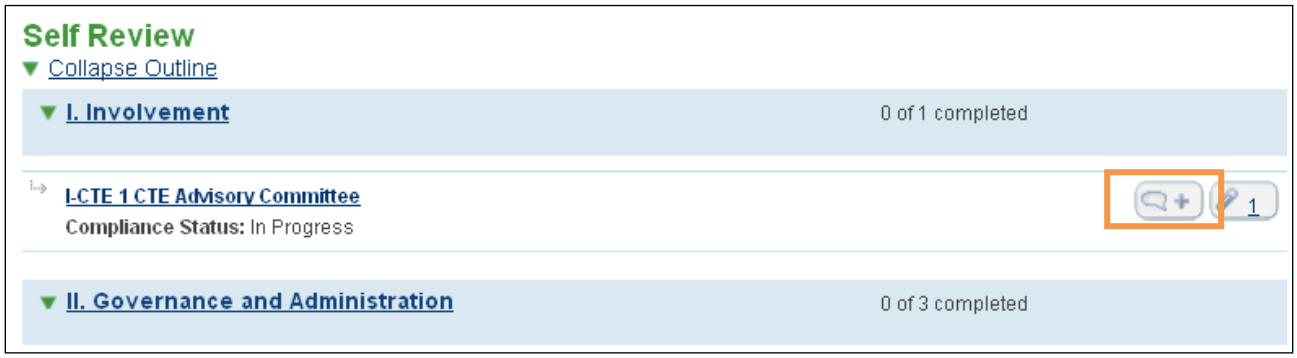
If Criteria Questions have not been answered by the LEA yet, they will be asked as soon as you select the Monitoring Instrument that contains them. Select the answer and click **Submit Answers** to save. You may select **Not Now** to return to the LEA Overview screen to respond to all items in the instrument.



Under Self Review, the items under each Dimension appear with a summary of the total number of completed items in each Dimension. Click the arrow next to the Dimension name to expand the view to see all associated items or click **Expand Outline** to see all items in the instrument.



The status of the item, number of comments for the item and the total number of associated documents in the File Cabinet uploaded for that item are displayed in the outline. If the document icon has a red flag, this means that the item contains required documents.



Click on the Item ID to view the Item Response page for that item.

Item Response Page

The Item Response page provides detailed information about the monitoring item. It provides you with information and guidance to address an item, in context of the response itself. Your response to this information will be reviewed by the state to determine whether the item meets requirements.

Item Response Page Components

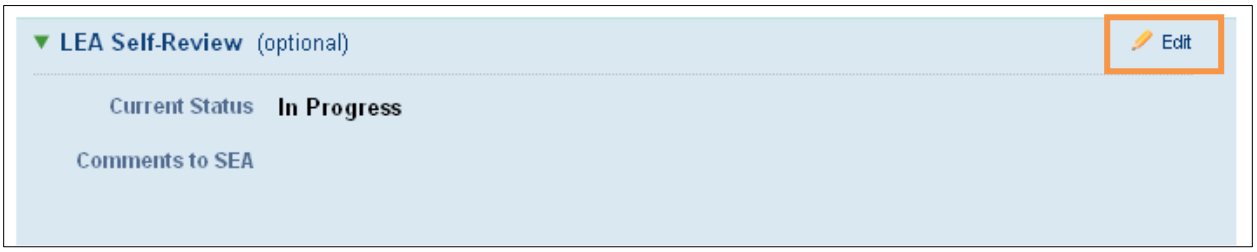
The primary components of the Self Review Item Response page are:

- Self-Review tool
- Monitoring item information
- Legal requirements or references
- State Resources
- Comments
- LEA File Cabinet upload

You may expand or collapse the Compliance Indicators/Program Item section, the Legal Requirements section, the Resources section, or the LEA Self-Review section as needed.

Self-Review

The Self-Review tool allows you to make an informational determination of your own compliance with the item. Start by clicking the **Edit** link in the LEA Self-Review area.

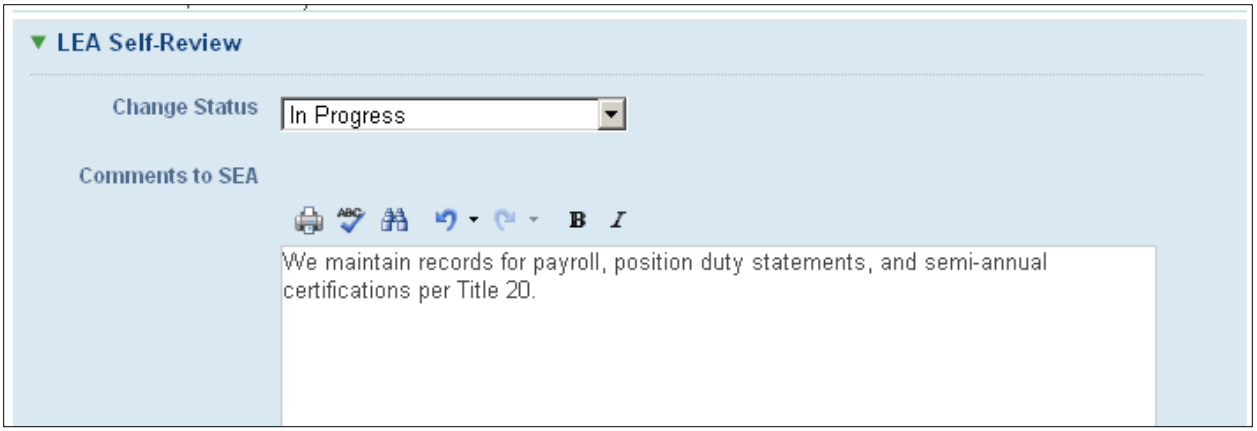


The LEA user responds to each item by selecting from the following statuses:

- **In Progress**: indicates that the LEA is working on the item. This is the default value for an item with no previous response and can be edited by the user when it responds to the item.
- **Meets Requirements**: indicates that the LEA believes that the evidence is sufficient to meet requirements for the item.

- **Does Not Meet Requirements**: indicates that the LEA believes that the evidence is not sufficient to meet requirements for the item.
- **Not Monitored**: indicates that the item is not addressed during this monitoring cycle.

Select the appropriate status from the drop-down menu. Add any commentary to the **Comments to SEA** box to support the response. Click **Save** to record your answer. Click **Cancel** to cancel any changes you have made on the screen.



Item Information

Below the self review and Comments to SEA field is the item information content. The information displayed for the Monitoring Item includes:

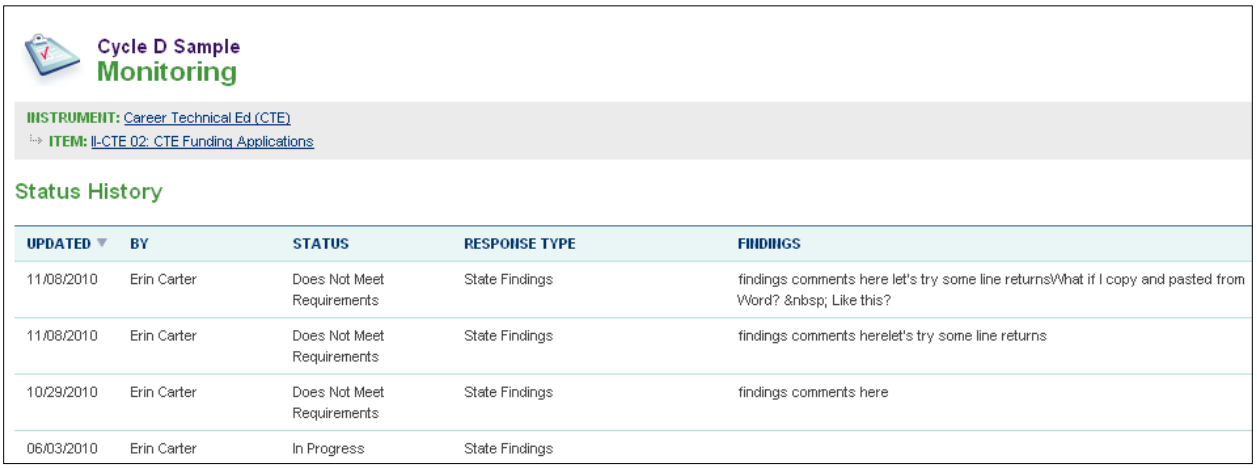
The **Compliance Indicators** or **Program Item** is the text of the monitoring item.

Legal References are the citations that drive the compliance item. The system allows the SEA to extract specific sections of code to display to users in relation to the particular item. Click on any link to view the content of the legal reference.

Resources are files or web links provided by the SEA to the LEA in context of a compliance item. They may include templates, example documents, links to further information or other material assistance. Click the name of the resource to download the file or view the web link.

View Status History

Below the evidence boxes is the View Status History link. Like with the instrument Status History, you can see the history of item statuses both for the LEA's self-review and after the state's review, the state statuses.



Cycle D Sample
Monitoring

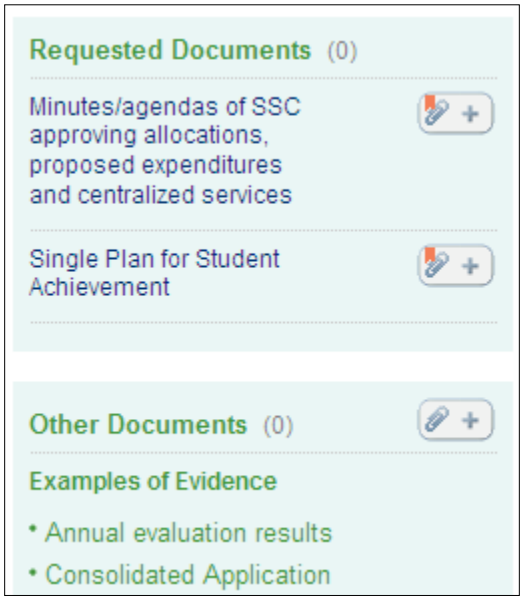
INSTRUMENT: Career Technical Ed (CTE)
ITEM: II-CTE 02: CTE Funding Applications

Status History

UPDATED	BY	STATUS	RESPONSE TYPE	FINDINGS
11/08/2010	Erin Carter	Does Not Meet Requirements	State Findings	findings comments here let's try some line returnsWhat if I copy and pasted from Word? Like this?
11/08/2010	Erin Carter	Does Not Meet Requirements	State Findings	findings comments herelet's try some line returns
10/29/2010	Erin Carter	Does Not Meet Requirements	State Findings	findings comments here
06/03/2010	Erin Carter	In Progress	State Findings	

Types of Evidence

On the right side of the item response screen is the document upload section. The top section is the **Requested Documents** section. Evidence requests listed here represent specific documentary evidence requests made by the state for this item. In the example below, the "Technology Plan Introduction Title Page" is listed as a required document for this specific item. There may be one or many individual requests listed here, each listed with an Attach Doc button. Note that there may be no specific evidence requests for a particular item.



Requested Documents (0)

Minutes/agendas of SSC approving allocations, proposed expenditures and centralized services

Single Plan for Student Achievement

Other Documents (0)

Examples of Evidence

- Annual evaluation results
- Consolidated Application

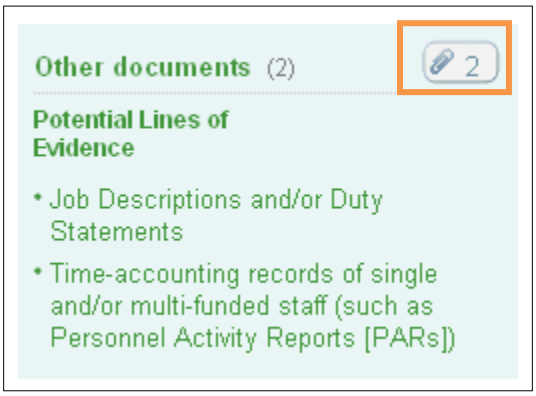
Beneath the specific requests under Required Documents is the **Other Documents** section. Here you may upload any documents suggested in bulleted list below or any other documents that you are supplying as evidence.

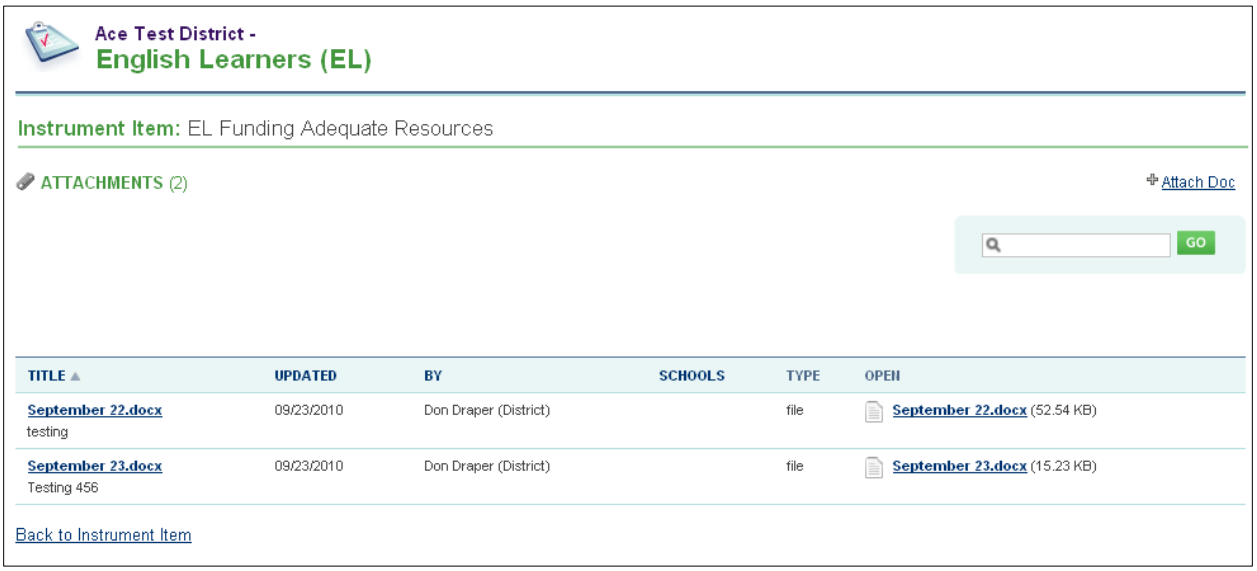
The Attach Document screen will open with the same process as described in the Plan section of this user guide.

Accessing Files

All documents uploaded to Tracker by the LEA will be contained within the File Cabinet but may be accessed in a variety of filtered views.

The most specific view of documents is only documents uploaded for a specific evidence request in the Requested Documents section, a specific Plan element, or the Other Documents category for a particular monitoring item. If a number appears in the Attached Documents button, documents have been uploaded to that area and clicking the button will show only those specific documents.

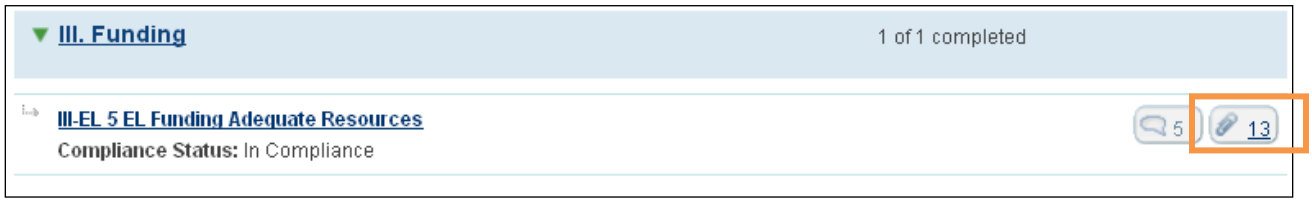




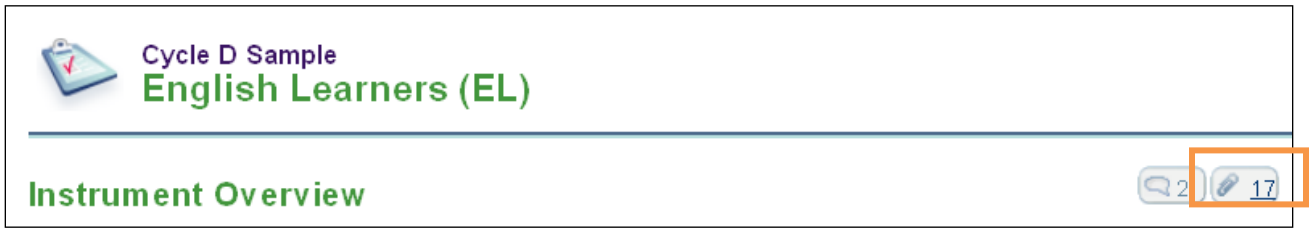
You may add additional documents to the element by clicking the **Attach Doc** link at the top of this view.

You may also view all documents uploaded for all evidence categories for one monitoring item by clicking the document icon at the top of the item response page:

Or by clicking the document icon for the item on the Instrument Overview page:



You may also view all documents uploaded for all monitoring items in the instrument at the top of the Instrument Overview screen.

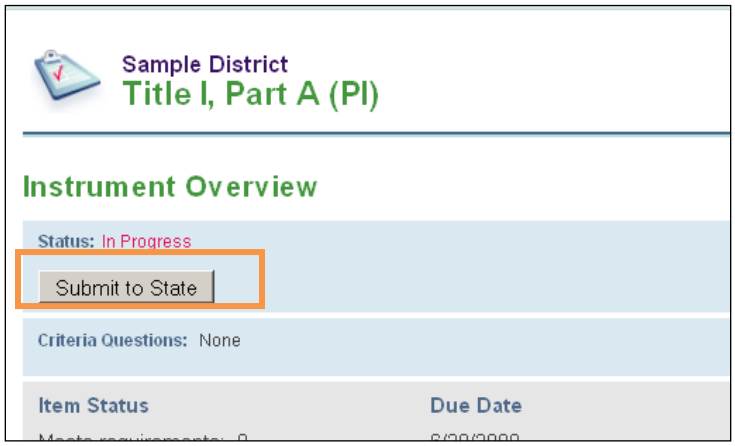


Submitting completed documents

After uploading all evidence for the items in a particular instrument and completing the Self Review, the LEA Submitter submits the completed instrument to the state. Submitting the instrument indicates to the state that the status of the instrument is now “Submitted” and that associated documents are ready for review. The state reviewer will then change the status to “Received” to indicate that the desktop review has started.

Once an instrument is in a status of “Received,” any modification to the LEA file cabinet should be communicated to the reviewer.

LEA users who have been selected as LEA Submitters for the instrument will see a button at the top and bottom of the Instrument Overview page labeled **Submit to State**. Click this button to start the submit process.

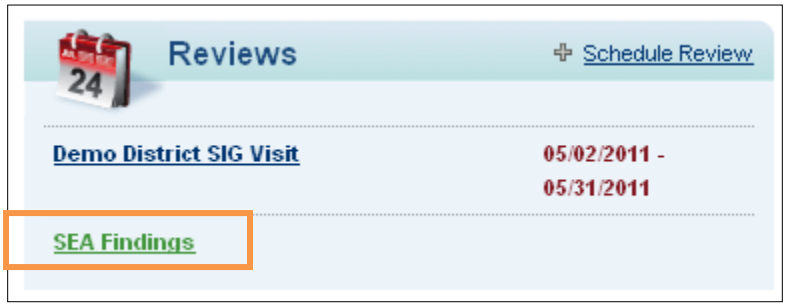


You will be asked to confirm on the next screen. Click **Submit** to complete. Click **Cancel** to cancel the submit process.

Once submitted, the Instrument Overview screen will refresh and the new status will appear at the top as "Submitted."

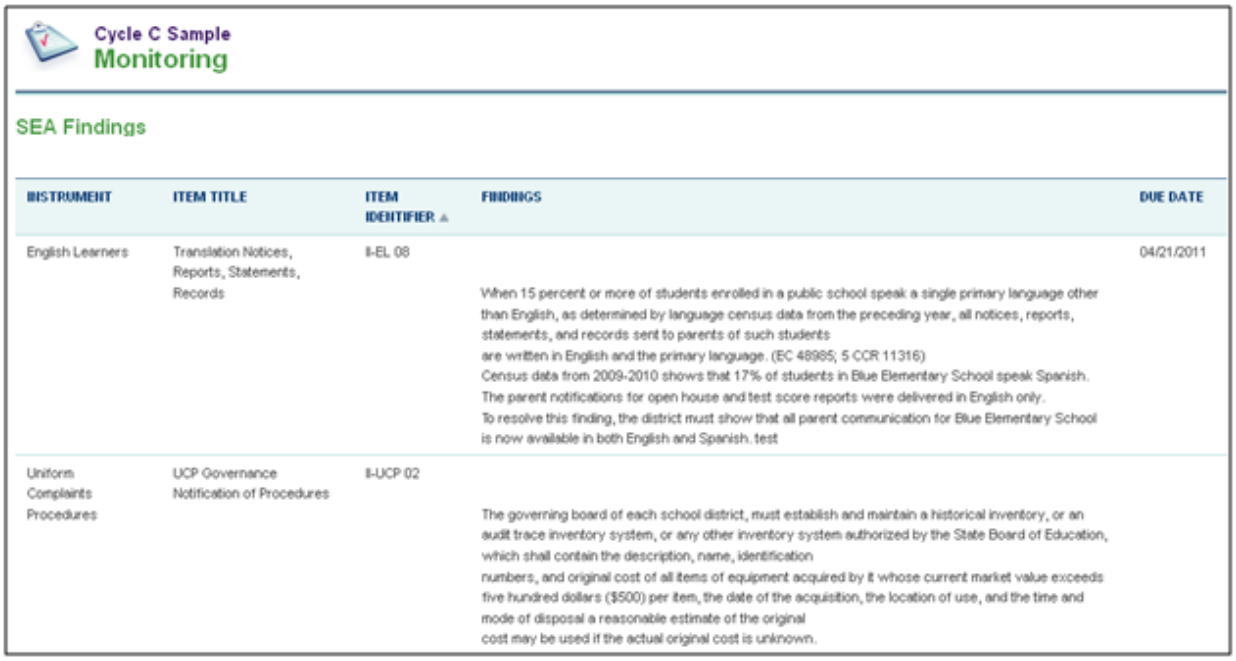
Viewing Findings and Resubmitting Items

After the state has concluded to review, the instrument status will be changed to either Accepted or Needs Further Action. Any items that are non-compliant may be accessed by the LEA and the findings may be viewed in three areas: on the item page, in the Instrument PDF report, or on the SEA Findings screen. The SEA Findings screen may be accessed after a review from either an Onsite (if applicable) on the LEA Overview:

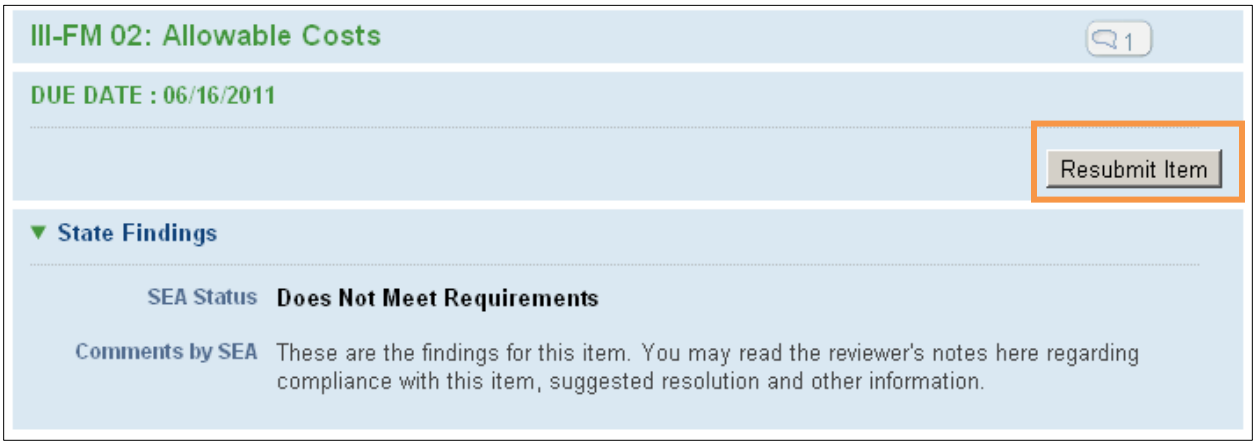


Or from the Monitoring tab:

The SEA Findings screen will display any item that had or has a status of Does Not Meet Requirements in an instrument that has been reviewed. This screen shows all items and findings for the LEA across reviewed instruments.



After an instrument review, the resolution of non-compliant items is tracked on an item-by-item basis in Tracker. The LEA may return to any instrument and respond to non-compliant findings by uploading new documents. At the point that the LEA has responded to the findings with new documents, the non-compliant item may be resubmitted to the state by the instrument's LEA Submitter.



Click the Resubmit Item button to notify the state that your response to findings has been made. An email notification will be sent to all associated monitoring roles and the item status will become "Resubmitted."

After a subsequent review, the state may change the item status to “Resolved” or “Withdrawn” or send it back to “Does Not Meet Requirements” for the LEA to continue to work on the item.